

CITY OF HAMPTON

PROPOSED FY 2020 BUDGET

PUBLIC HEARING / FINAL BUDGET READ

October 15, 2019



“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

Elected Officials



Willie Turner

Henry Byrd

Mayor Pro-Tem Errol Mitchell

Ann Tarpley

Mayor Steve Hutchison

Elton Brown

Stephanie Bodie



“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

City Administration



Andrea Atwater
Director of Human Resources



John Spraggins
Director of Public Works



Alex Cohilas, City Manager
Rashida Fairley, Executive Assistant to the City Manager



Susan King
Administrative Assistant



Wanda D. Moore
City Planner



Derrick Austin
Chief of Police



Melissa Brooks
City Clerk

“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”



City of Hampton

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MAYOR
STEVE HUTCHISON

MAYOR PRO-TEM
ERROL MITCHELL

CITY COUNCIL
STEPHANIE BODIE
ELTON BROWN
HENRY BYRD
ANN TARPLEY
WILLIE TURNER

8 October 2019

Mayor and Council
City of Hampton
Hampton, Georgia

Re: Fiscal Year 2020 Budget

Dear Honorable Mayor and Council:



It is my great honor and pleasure to present to you and our citizens the **Proposed FY 2020 Budget** for the City of Hampton. The work product you find contained herein is not the result of my labor alone. Rather, it represents the collective effort of a talented group of Directors and Staff. As we worked on the budget, a thought emerged around how best to articulate the emotions, hopes, and dreams of our community. That thought sparked the decision to establish a theme for this year's budget. As a result, we chose, ***"Bridging the gap between the Past and the Present, building toward the Future"*** as our theme for the Proposed FY 2020 Budget.

When you hired me on 6 May 2019, it was obvious that the city had suffered from a decade and a half of turn over at the highest level of city administration. Additionally, prior to November of 2018, the city had never employed a Finance Director, despite growing complexities in banking regulations, municipal auditing requirements, and the need to develop a long-term financial strategy for the city rather than relying on crisis management.

As a result, it took a tremendous amount of time and effort to sort through past record-keeping practices in order to begin the process of establishing proper accounting and record-keeping policies and procedures. Consequently, there was a delay in completing the audit of the city's 2018 financial records. We have made great strides in the last five months, keeping in place those things that were done well and moving away from certain past practices, toward what is known as "best practices."

I would now like to segue from the introduction and overview portion of my letter into a fact-based synopsis of what you will find contained herein and the major objectives this budget is designed to accomplish.

 Our mission is to deliver high quality, responsive and effective municipal services to those who live, work, do business and visit our community.

Hampton Financial Facts: The City of Hampton levies *no* property taxes. City operations are funded primarily through two main revenue streams:

- Governmental Revenues
- Enterprise Revenues

Governmental Revenues:

- General Taxes (LOST, SPLOST, Insurance Premium Tax, Franchise Tax, etc.)
- License & Permits
- Charges for Services
- Fines & Forfeitures
- Interest Earned
- Other Miscellaneous Revenue
- Capital Grants
- Public Safety Impact Fee
- Park & Recreation Impact Fee

Enterprise Revenues:

- Wastewater
- Water
- Sanitation
- Electric
- Interest Income
- Other Revenues
- Sewer Impact Fee
- Water Impact Fee
- Electrical Tap Fee

Those revenue sources flow into six (6) City funds:

- General Fund
- Enterprise Fund
- SPLOST Fund
- Capital Grants Fund
- Capital Outlay Fund
- Hotel / Motel Tax Fund

The city has heretofore conducted all its financial affairs, through twenty-two (22) bank accounts, which are held at three banking institutions. Those institutions are FNB, Fidelity, and Regions. Account information, including 30 September 2019 balances are as follows:



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City of Hampton Cash Accounts Report as of 9-30-2019		
<u>General Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Operating	\$1,965,440.41
FNB	Payroll	\$0.00
FNB	Soil and Sand Erosion	\$11,737.41
FNB	Hampton Police Department Drug Assets	\$237.07
FNB	Pending Forfeitures	
FNB	Main Street Checking	\$5,498.68
FNB	City of Hampton Municipal Court Fines and Forfeitures	\$8,015.58
Fidelity	Money Market	\$913,369.03
Fidelity	Service Upgrade	\$380,698.70
Fidelity	Infrastructure Reserve	\$490,382.72
Fidelity	Infrastructure Upgrade	\$1,472,154.45
Fidelity	Certificate of Deposit (0.40% (9/1/20)	\$721,428.11
Fidelity	Certificate of Deposit (0.45%) (3/15/20)	\$1,428,438.63
	Sub-Total	\$7,397,400.79
<u>SPLOST</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
Fidelity	SPLOST (IV)	\$3,529,720.70
	Sub-Total	\$3,529,720.70
<u>Enterprise</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Sewer Debt Relief	\$1,000,741.08
	Sub-Total	\$1,000,741.08
<u>Hotel/Motel Tax Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Hotel Motel Fund	\$28,188.66
	Sub-Total	\$28,188.66
<u>Capital Projects Grant Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	LMIG	\$139,390.85
	Sub-Total	\$139,390.85
<u>Capital Projects Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Police Impact Fees	\$41,982.74
FNB	Parks and Rec Impact fee	\$219,051.77
FNB	Sewer Impact	\$981,409.10
FNB	Water Impact	\$79,396.54
FNB	Electric Tap	\$130,709.32
	Sub-Total	\$1,452,549.47
	Total Operating Balance as of 9-30-19	\$13,547,991.55



Our mission is to deliver high quality, responsive and effective municipal services to those who live, work, do business and visit our community.

Our **FY 2020 Budget** will help bring our city in line with “**best practices**” for governmental accounting, pursuant to Governmental Accounting Standards Board (GASB). Furthermore, it will serve as an invaluable tool that will enable the Mayor & Council along with the City Manager to get accurate and real-time data in order to make informed decisions for our citizens.

Other Financial Factors: The City of Hampton has **\$6,000,000.00** in outstanding Utility Debt, that will mature in 2028. Annual payments are approximately **\$753, 000.00**. The city instituted a sewer debt surcharge years ago of \$3.50 per 1,000 gallons of water used to help pay that debt. That surcharge has been a significant burden on our citizens and collects approximately **\$450,000.00** annually.

The City of Hampton has two Certificates of Deposit at Fidelity totaling **\$2,156,866.00**, earning less than **0.50%**. The current market rate for short term investment of government funds is **2.20%**. Presently, we are earning **\$10,784.00** annually in interest when we could be earning **\$47, 451.00**. It is also important to note that the city presently has an additional **\$5,200,000.00** in General Fund reserves that are currently not drawing any interest at all. If we invest funds in Money Market Account at the current market rate of **2.20%**, we could earn an additional **\$114,484.00** annually.

The city's past budgets did not match our operating accounts. The annual audits did not reconcile to the budgets. Hence, the Mayor and Council and management of the city did not have accurate financial data to manage the financial affairs of the city; much less be able to proactively plan for the future.

Notable Goals and Objectives of the FY 2020 Budget: Unlike past budgets, the FY 2020 Budget has been structured in such a manner that it will match the cash operating accounts and will reconcile to the annual audit. This budget will be monitored with monthly and year to date actual results to help city administration accurately manage the financial affairs of the city.

We recommend the elimination of the Sewer Surcharge saving Hampton water and sewer customers approximately **\$450,000.00** annually.

We recommend that Planning & Zoning/GIS Support be brought back in house from Henry County and allow for a property tax rollback for Hampton citizens. This budget calls for the filling of Community Director position at a lower rate than was approved in the FY 2019 budget, and not filling the part-time City Planner position, which was approved in the third quarter of the 2019 fiscal year as a stop-gap measure. Filling this Director position with a candidate possessing the right skill set will enable our city to accomplish the goal of bringing Planning & Zoning / GIS Support in house and reduce reliance on outside contract services.

We recommend the addition of two Electrical Linemen, one Wastewater Treatment Plant Class I, and funding a vacant Wastewater Class III position in our Public Works Department, which has long been understaffed. We are also recommending the reclassification of one existing city administrative position to assist in the continued implementation of the new procurement procedures established these past few months and assist with utility services. We also recommend funding a new accountant position for our Finance Department to support the Finance Director in establishing GASB "best accounting practices" for our city.



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This budget also calls for the hiring of a new IT Manager to create an IT department that will help protect the city from hacking/malware and allow for the virtual elimination of reliance on outside contract help for technical services, generating cost savings.

Lastly, but perhaps most importantly, this budget successfully funds an increase of **15%** in employee health benefits and provides the Mayor and Council the ability to grant employees a **3% *cost of living increase*** should you choose to do so.

Unlike past years, the FY 2020 Budget has been funded and balanced without using any of the City's General Fund reserves. All capital outlay items have been funded with SPLOST, Impact fees, and expected FY 2020 Revenues.

The city has worked hard in the past to save money, and the General Fund reserves are equal to 183% of the FY 2020 General Fund expenditures. In the event of any adverse event like a Recession, the city is well prepared to weather any storm.

In Conclusion, the FY 2020 Budget, together with maintaining the City Reserves ***Bridges the gap between the past and the Present and builds toward the future.***

Respectfully Submitted,



Alex S Cohilas
City Manager
City of Hampton



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“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

Section 1.

Introduction & Overview

City of Hampton Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

General Fund Budget Summary

General Fund Anticipated Revenues

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
General Taxes	3,335,202	3,429,459	3,447,483	3,441,901
License & Permits	159,634	177,457	161,331	175,255
Charges for Services	6,100	23,107	6,965	9,770
Fines & Forfeitures	336,697	300,000	254,294	310,000
Interest Earned	19,815	4,500	9,335	15,000
Miscellaneous Revenue	219,270	214,963	33,864	39,374
Total Anticipated Revenues	4,076,718	4,149,486	3,913,271	3,991,300
Other Financing Sources				
Transfer from Enterprise Fund	129,149	346,879		217,279
Total Anticipated Revenues & Other Sources	4,205,867	4,496,365	3,913,271	4,208,579

General Fund Anticipated Expenditures

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Mayor	16,363	20,542	17,105	20,026
City Council	79,163	103,123	78,323	96,706
Elections	6,637	7,400	8,147	8,500
City Manager	70,898	250,651	146,960	177,637
City Clerk	81,560	115,435	113,204	111,243
Administration	656,494	384,950	371,811	297,187
Youth Council	2,963	10,000	11,439	-
Financial Services	-	179,800	159,885	195,517
Information Technology	-	-	-	103,286
Human Resources	-	153,574	112,476	112,726
Community Development	94,363	278,472	179,754	248,491
Economic Development				
(Main Street Coordinator)	153,918	336,326	205,883	192,777
Police	1,584,579	1,611,062	1,480,408	1,612,380
Municipal Court	17,242	210,794	153,784	183,002
Facilities	282,206	389,096	289,070	269,220
Streets & Highway	472,078	530,963	395,471	444,589
Parks & Recreation	45,812	133,739	126,572	135,292
Total Expenditures	3,564,277	4,715,927	3,850,293	4,208,579

General Fund Impact Fees

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Impact Fees Revenues:				
Public Safety Impact Fee	15,352	23,242	15,477	17,186
Parks & Recreation Impact Fee	131,192	196,320	129,509	146,856
Total Impact Fee Revenues	146,544	219,562	144,986	164,042
Impact Fee Expenditures:				
Transfers to Capital Projects Fund		219,562		164,042
Total Impact Fee Expenditures	-	219,562	-	164,042

General Fund Revenue Detail

General Fund Revenue Detail		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
General Taxes					
100-0000-31-1600	REAL ESTATE TRANSFER	1,139	1,985	1,603	1,800
100-0000-31-1610	INTANGIBLE TAX	3,469	5,313	3,078	3,600
100-0000-31-1705	FRANCHISE TAX - EMC	30,224	40,131	30,811	31,000
100-0000-31-1710	FRANCHISE TAX-GA POWER	65,934	95,468	68,679	69,000
100-0000-31-1730	FRANCHISE TAX-NAT'L GAS	23,858	30,724	38,207	40,000
100-0000-31-1750	FRANCHISE TAX - CABLE TV	60,572	69,660	64,652	67,000
100-0000-31-1760	FRANCHISE TAX - TELEPHONE	19,234	42,200	19,453	4,200
100-0000-31-1770	POLE ATTACHMENT FEE	23,614	23,905	35,508	32,600
100-0000-31-3100	LOCAL OPTION SALE/USE TAX	2,518,810	2,400,000	2,571,301	2,571,301
100-0000-31-4200	BEER/WINE VENDOR TAX	88,710	94,007	83,742	88,000
100-0000-31-4300	ON SITE/BEER WINE TAX	6,519	4,014	4,988	3,200
100-0000-31-6100	BUSINESS AND OCCUPATION TAX	29,887	37,501	25,889	30,200
100-0000-31-6200	INSURANCE PREMIUM TAX	463,233	584,551	499,574	500,000
Total General Taxes		3,335,202	3,429,459	3,447,483	3,441,901
License & Permits					
100-0000-32-1110	BEER / WINE BUSINESS LIC	10,651	16,300	13,200	11,700
100-0000-32-1120	LIC. BEER/WINE ON SITE CON.	2,000	3,199	3,000	2,600
100-0000-32-1130	LIC. SPIRITS ON SITE CONSUMP	3,000	3,000	3,600	2,700
100-0000-32-3105	DEMOLITION PERMIT	150	-	60	100
100-0000-32-3110	BUILDING PERMITS	45,108	53,066	39,049	45,000
100-0000-32-3115	ELECTRICAL PERMIT	10,100	11,767	11,520	10,000
100-0000-32-3120	PLUMBING PERMIT	6,750	7,575	6,660	6,700
100-0000-32-3125	HVAC PERMIT	6,372	7,199	6,390	6,300
100-0000-32-3130	CO PERMITS	-	-	-	-
100-0000-32-3135	SIGN PERMIT	2,200	3,000	1,320	2,000
100-0000-32-3136	PERMIT REPRINT FEE	-	-	-	-
100-0000-32-3138	POOL PERMIT	-	-	120	100
100-0000-32-3140	PLAN / PLAT REVIEW	-	-	-	600
100-0000-32-3142	Residential Plan Reviews Fee	57,850	59,603	59,211	58,530
100-0000-32-3145	LAND DISTURBANCE FEE	6,764	4,545	7,980	19,700
100-0000-32-3148	SOIL EROSION FEES	-	-	-	-
100-0000-32-3155	DEVELOPMENT SITE REVIEWS	-	-	-	-
100-0000-32-3160	INSP. RECALL FEES	3,043	1,923	3,690	3,600
100-0000-32-3162	BLDG. ADMN FEE	4,397	4,697	4,331	4,400
100-0000-32-3165	VARIANCE	-	-	-	-
100-0000-32-3170	DEVELOPMENT PERMIT	-	-	-	-
100-0000-32-3173	SUBDIVISION INSPECTION	-	-	-	-
100-0000-32-3174	CONDITIONAL USE PERMIT	-	-	-	-
100-0000-32-3175	REZONING PERMIT	-	-	-	-
100-0000-32-3180	MOVIE/FILMING PERMIT	1,250	1,583	1,200	1,225
Total License & Permits		159,634	177,457	161,331	175,255

General Fund Revenue Detail (Continued)

Capital Grants

100-0000-33-1000	COPS GRANT	-	-	-	-
100-0000-33-2000	MAIN STREET GRANT	-	-	-	-
100-0000-33-4000	LMIG GRANT	83,725	-	-	-
100-0000-33-4001	LCI GRANT	76,524	-	-	-
100-0000-33-4100	CDBG GRANT	10,189	-	-	-
100-0000-33-4110	GEORGIA DOT REIMBURSEMENT	-	-	-	-
100-0000-33-4200	GEORGIA FORESTY GRANT	-	-	-	-
Total Capital Grants		170,438	-	-	-

Charges for Services

100-0000-34-1910	ELECTION QUALIFYING FEE	-	3,140	-	1,570
100-0000-34-1930	RENTAL OF DEPOT ROOM	4,900	14,967	6,965	7,000
100-0000-34-1933	IMPACT - ADMIN FEE	-	-	-	-
100-0000-34-1935	LEASED PROPERTY	1,200	5,000	-	1,200
Total Charges for Services		6,100	23,107	6,965	9,770

Fines & Foreitures

100-0000-35-1160	MUNICIPAL COURT FINES	306,697	300,000	254,294	310,000
100-0000-35-1161	CONFISCATIONS	30,000	-	-	-
100-0000-35-2000	CODE ENFORCEMENT COURT FINES	-	-	-	-
Total Fines & Forfeitures		336,697	300,000	254,294	310,000

Interest Earned

100-0000-36-1000	INTEREST REVENUES	19,815	4,500	9,335	15,000
100-0000-36-1005	DDA LOAN INTEREST	-	-	-	-
Total Interest Earned		19,815	4,500	9,335	15,000

General Fund Revenue Detail (Continued)

Other Miscellaneous Revenue					
100-0000-39-1000	TRANSFER FROM ENTERPRISE	129,150	-	-	-
100-0000-39-1001	PRIOR YEAR RESERVE	-	-	-	-
100-0000-39-3500	PROCEEDS FROM CAPITAL LEASE	-	-	-	-
100-1500-38-1111	CC ADMN. FEE	10,194	14,967	11,790	11,500
100-1500-38-3002	REIMBURSEMENT ADMIN	173,164	72,671	1,118	-
100-1500-38-3006	ARC REIMBURSEMENT	-	-	-	-
100-0000-38-1010	EMC CAPITAL CREDIT REFUND	48	-	67	24
100-0000-38-9000	OTHER (MISCELLANEOUS REV)	19,079	111,242	11,123	15,000
100-3200-33-1000	COPS GRANT	-	-	-	-
100-3200-38-3001	REIMBURSEMENT POLICE DEPT	4,034	4,882	1,030	1,000
100-6200-34-1926	PARKS SERVICES	-	-	8,736	2,000
100-7450-38-3003	REIMBURSE COMM DIRECTOR	-	-	-	-
100-7555-34-7300	MAIN STREET EVENTS REVENUE	5,551	8,378	-	5,000
100-7555-37-1000	DONATIONS - PRIVATE SOURCES	-	323	-	-
100-7555-38-3004	REIMBURSEMENT MAIN STREET	7,200	2,500	-	4,850
Total Other Miscellaneous Revenue		348,419	214,963	33,864	39,374
Impact Fees					
100-3200-34-1920	PUBLIC SAFETY IMPACT FEES	15,352	23,242	15,477	17,186
100-6200-34-1925	PARKS & REC IMPACT FEE	131,192	196,320	129,509	146,856
Total Impact Fees		146,544	219,562	144,986	164,042
Total Revenues		4,522,850	4,369,048	4,058,257	4,155,342

Enterprise Fund Summary

Enterprise Fund Anticipated Revenues

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Enterprise Fund Revenues				
Wastewater	1,513,566	1,458,603	1,495,941	1,021,000
Water	1,168,557	1,157,310	1,170,465	1,171,000
Sanitation	419,984	411,647	424,098	425,000
Electric	3,643,106	3,505,518	3,736,564	3,736,700
Interest Income	2,509	1,649	2,125	2,500
Other Revenues	150,612	65,451	212,981	132,850
Total Enterprise Fund Revenues	6,898,336	6,600,178	7,042,173	6,489,050

Enterprise Fund Anticipated Expenditures

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Enterprise Financial Services	-	217,396	171,135	442,066
Public Works	331,324	474,998	456,239	407,544
Wastewater	362,339	351,736	298,372	414,157
Water	818,788	1,091,690	1,173,870	1,183,286
Sanitation	299,876	405,500	423,439	446,100
Electric	1,975,052	2,672,073	2,908,318	3,088,954
Transfer to General Fund				217,279
Enterprise Fund Surplus				289,664
Total Enterprise Fund Expenditures	3,787,380	5,213,393	5,431,373	6,489,050

Enterprise Fund Impact Fees

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Impact Fees Revenues:				
Sewer Impact Fees	189,586	59,864	311,000	468,020
Water Impact Fees	34,314	10,773	60,480	87,908
Electrical Tap Fees	24,304	6,558	34,805	58,800
Total Impact Fee Revenues	248,203	77,195	406,286	614,728
Impact Fee Expenditures:				
Transfer to Capital Projects Fund				614,728
Total Impact Fee Expenditures	-	-	-	614,728

Sewer Debt Relief Account

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Beginning Balance - Sewer Debt Relief Account				1,059,312
Debt Service				753,505
Ending Balance - Sewer Debt Relief Account				305,807

Enterprise Fund Revenue Detail

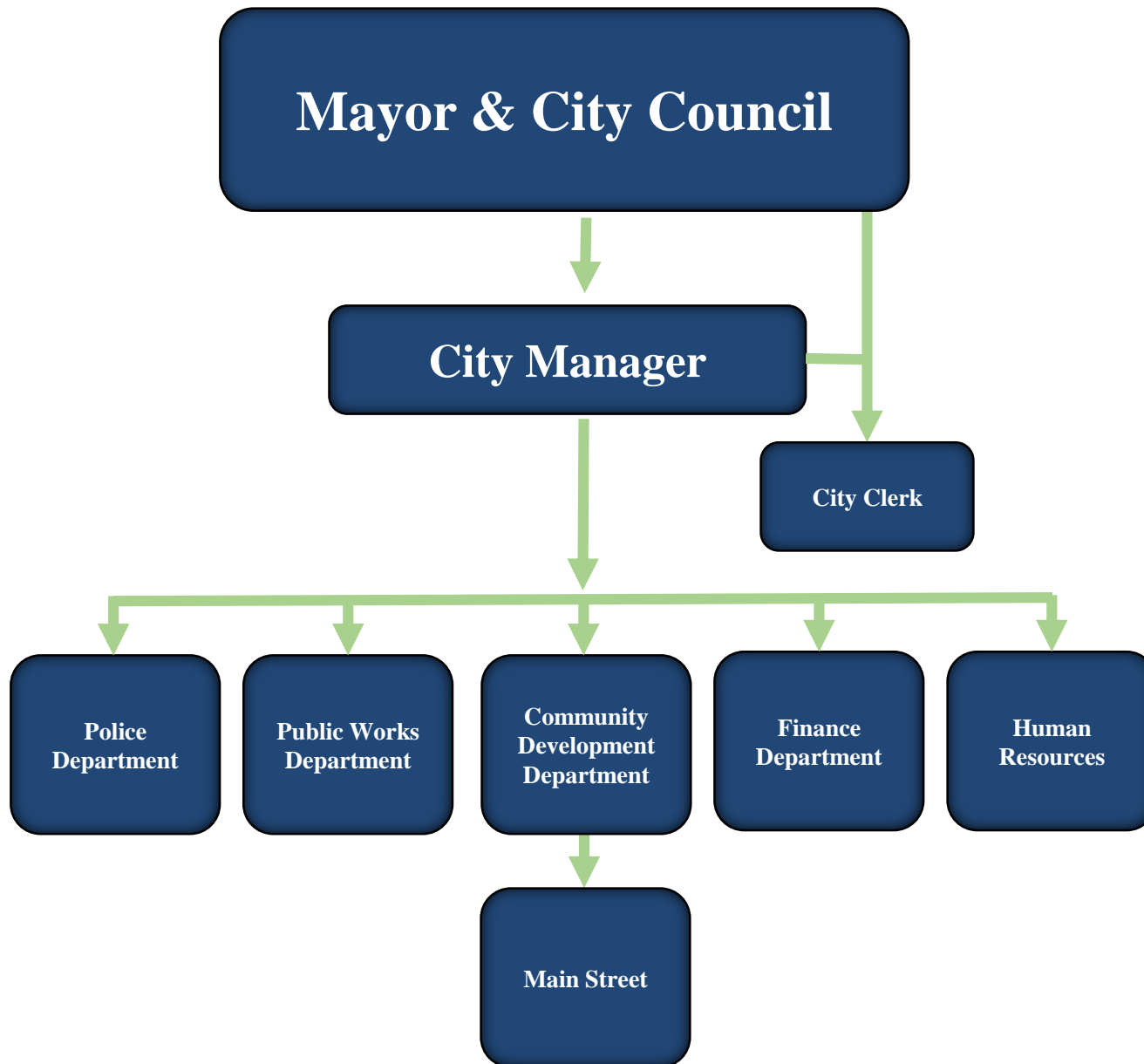
Enterprise Fund Revenue Detail		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
Investment Income					
520-0000-36.1000	INTEREST INCOME	2,509	1,649	2,125	2,500
Total investment Income		2,509	1,649	2,125	2,500
Wastewater					
520-4300-34.1321	SEWER IMPACT FEES	189,586	59,864	311,000	468,020
520-4300-34.4253	SEWER BASE RATE	277,963	271,263	284,093	285,000
520-4300-34.4254	SEWER DEBT RELIEF	475,250	454,464	474,883	-
520-4300-34.4255	SEWER CHARGES	760,353	732,876	736,965	736,000
520-4300-38.3008	SLUDGE PROCESSING	-	-	-	-
Total Wastewater Revenue		1,703,152	1,518,467	1,806,941	1,489,020
Water					
520-4400-34.1322	WATER IMPACT FEE	34,314	10,773	60,480	87,908
520-4400-34.4210	SALE OF WATER	870,498	863,701	859,110	860,000
520-4400-34.4211	WATER BASE RATE	298,060	293,609	311,355	311,000
520-4400-38.3006	REIMB WATER DEPT	-	-	-	-
Total Water Revenue		1,202,871	1,168,083	1,230,945	1,258,908
Sanitation					
520-4500-34.41110	SANITATION COLLECTION	419,984	411,647	424,098	425,000
Total Sanitation Revenue		419,984	411,647	424,098	425,000
Electric					
520-4600-34.1232	ELECTRICAL TAP FEES	24,304	6,558	34,805	58,800
520-4600-34.4310	SALES OF ELECTRICITY	3,608,953	3,486,247	3,720,952	3,721,000
520-4600-34.4311	SECURITY LIGHTS	11,476	11,025	11,700	11,700
520-4600-38.3005	REIMBURSEMENT STREET LIGHT	16,587	8,246	3,912	4,000
520-4600-38.3007	REIMB ELECTRICAL DEPT	6,090	-	-	-
Total Electric Revenue		3,667,410	3,512,076	3,771,369	3,795,500
Other Fees					
520-9999-34.6900	OTHER FEES	22,843	23,490	28,200	25,000
520-9999-34.6901	AMP	-	-	1,390	250
520-9999-34.9300	BAD CHECK FEES	1,848	580	3,228	2,600
520-9999-34.9310	SERVICE AND PENALTY	125,921	41,381	180,162	105,000
Total Other Fees		150,612	65,451	212,981	132,850
Total Revenues		7,146,539	6,677,373	7,448,459	7,103,778

Section 2.

Financial Structure, Policy & Process

City of Hampton Georgia
Annual Operating & Capital Budget
Fiscal Year 2020

Organization Chart by Department



Fund Structure

Financial reporting treats each government as a collection of separate funds rather than one single entity. For this reason, government budgets are prepared using the fund structure. The Governmental Accounting Standards Board defines a fund as:

“A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial transactions, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations .”

All funds are classified into fund types and the number of funds in a government can vary. The City of Hampton currently uses governmental funds and a proprietary fund to account for the use of financial resources.

Governmental Funds

General Fund
SPLOST Capital Projects Fund
Capital Improvement Projects Fund
Capital Grants Fund
Hotel / Motel Tax Fund

Proprietary Fund

Used to Account for the following Activities:

Water & Wastewater
Electric
Sanitation

Fund Descriptions

General Fund

The General Fund is a governmental fund. It is established to account for all resources obtained and used for those services commonly provided by cities which are not accounted for in any other fund. These services include among other items: General Government consisting of the Mayor and Council, City Manager, City Clerk, Finance & Administration; Public Works; and Community Development.

Capital Projects Funds

The Capital Projects Funds are governmental funds and established to account for capital projects. The projects included in the capital projects budget are intended to improve or expand the city infrastructure, provide for significant maintenance requirements, or provide for the acquisition of large pieces of equipment.

SPLOST Fund

This fund accounts for the special purpose local options sales tax revenue

Hotel / Motel Tax Fund

The Hotel / Motel Tax Fund is a special revenue fund used to track legally restricted revenues from Hotel / Motel Taxes

Enterprise Fund

This fund includes the city's appropriation for the annual fee charged to residents for:

- Water Service
- Wastewater Service
- Electric Service
- Sanitation Service

Although generally accepted accounting principals or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets in order to monitor revenues and control expenses, and the monitor contributions from the enterprise fund surplus for capital projects.

Financial Policies and Procedures

ACCOUNTING POLICIES

The City shall maintain a system of financial monitoring, control, and reporting for all operations and funds in order to provide an effective means of ensuring that financial integrity is not compromised. In addition, such practices shall provide City officials with the necessary resources in order to make sound financial decisions.

SCOPE

This policy applies to all accounting records that are the responsibility and under the management of the City's Department of Finance.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP)

The City will establish and maintain a high standard of accounting practices. Accounting standards will conform to generally accepted accounting principles of the United States as promulgated by the Governmental Accounting Standards Board (GASB). The City also will follow the Financial Accounting Standards Board's pronouncements, as applicable.

FUND STRUCTURE

The City will maintain the minimum number of funds consistent with legal compliance and sound financial administration. The City will adhere to the mandatory fund structure included in the Georgia Department of Community Affairs' (DCA) chart of accounts (see below). Funds shall be classified in conformity with GAAP. Further, all funds shall be reported within the annual financial statements.

CHART OF ACCOUNTS

The Georgia General Assembly passed the Local Government Uniform Chart of Accounts and Reporting act in 1997 (House Bill 491). This law requires the DCA to prepare and issue a standardized chart of accounts for Georgia governments. It shall be the policy of the City to implement and utilize the account classifications as the chart of accounts prescribes.

CASH MANAGEMENT POLICY

PROCEDURES FOR CASH COLLECTION POINTS

The following list of procedures is required for the operation of cash collection points:

- All cash received must be recorded through a computerized accounting system with computer generated official City receipts or official City temporary cash receipts. When a cash collection point with a computerized accounting system uses temporary cash receipts, those temporary receipts must be converted over to computerized receipts as soon as possible. If the conversion cannot be accomplished within 48 hours, the cash should be deposited into the department's primary operating account and tracked in detail until it is recorded on the computerized accounting system. The customer must be presented an official City receipt form with a duplicate record being retained by the receiving department. All numbered receipts must be accounted for, including the original of voided receipts.
- The cash collection point must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing, disbursement, and reconciling.

Financial Policies and Procedures *(continued)*

- The funds received must be reconciled to the computerized accounting system cash report or to the total of the temporary receipts at the end of the day or at the end of each shift. Cash must be reconciled separately from checks, credit cards, and money orders by comparing actual cash received to the cash total from the cash report or to the sum of the cash sales from the manual receipts.
- All cash must be protected immediately by using a cashdrawer, safe or other secure place until they are deposited. A secure area for processing and safeguarding funds received is to be provided and restricted to authorized personnel.
- Checks must be made payable to City of Hampton and must be endorsed promptly with a restrictive endorsement stamp payable to City of Hampton. The endorsement stamps must be ordered through the Finance Department.
- Checks or credit card transactions will not be cashed or written for more than the amount of purchase.
- Collections must be deposited to the City Depository within 24 hours.
- All cash must be deposited intact, and not intermingled or substituted with other cash.
- Refunds or expenditures must be paid through the appropriate City bank account on a signature City generated check.
- Each Department will use only depository issued deposit slips for reconciliation of the supporting documentation to the deposit and to the monthly statements of account.

CASH RECEIVED IN PERSON

- A receipt must be issued for each payment received. At a minimum, manual prenumbered receipts must include the date, mode of payment (cash, check or credit card), and the identification of the department and the person issuing the receipt. Machine generated receipts must contain all information required by the accounting system to properly credit and track the payment.
- All checks must be endorsed immediately with a restrictive endorsement stamp payable to City of Hampton.
- All voided transactions are to be approved and initialed by the area supervisor.
- Only one cashier is allowed access to a specific cash drawer during a single shift.
- Cash must be kept in a safe or a secure place.

CASH RECEIVED THROUGH THE MAIL

- The mail must be opened with two people present and all checks must be endorsed immediately with a restrictive endorsement stamp. All cash must be listed on a "Daily Mail Collection Report".
- If the cash is not credited directly into the appropriate City account or receipted through a computerized accounting system, a list of the checks, credit card transactions and or cash should be prepared in duplicate. The list should include the customer's name, amount received, check number and any other information available that may assist in proper allocation of the funds. The envelope should also be retained as part of the records. An official City temporary receipt should be prepared, the original going to the customer, one copy should be kept in the area, one should accompany any deposit processed thru the Finance Department, and a copy left intact in the receipt book and returned to the Finance Department.

Financial Policies and Procedures *(continued)*

- Cash must be stored in a safe or other secure place approved by the Auditor's Office until it is deposited.
- Unidentified receipts must be deposited to a depository account approved for such. All reasonable attempts should be made to identify the correct account and transfer the funds.

BALANCING OF CASH RECEIPTS

- All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the computerized accounting reports, to the pre-numbered receipts totals, and to the totals of the money received by mail.
- Over/short amounts must be separately recorded and investigated and resolved to the extent possible as set out in the over/short portion of this policy.

PREPARATION OF DEPOSITS

- Checks must be made payable to City of Hampton, A double calculator tape of the checks should be included with the checks bundled together.
- Cash must be recorded on the deposit slip in the appropriate space.
- Attach a copy of the Transmittal Batch showing transaction totals for credit card receipts.
- Only Depository issued deposit slips including the appropriate account number(s) and sub-code(s) are to be used.
- Someone not involved with collecting the cash, opening the mail or reconciling the deposit must verify the deposit.
- The deposit must be delivered to the Depository by way of Code Enforcement.
- Locking deposit bags are available at the Depository.

PRE-NUMBERED RECEIPTS

Official City temporary pre-numbered receipt books are issued by the Finance Department.

RECONCILIATION OF CASH COLLECTED

- Balance all cash receipts daily to the accounting system and supporting documentation (daily deposit slip, system receipts, and system reports) and resolve all discrepancies.
- Balance the total monthly receipts to the monthly bank account statements and accounting system monthly reports and resolve all discrepancies.

EXCEPTIONS

The City Manager must approve any exception to these procedures. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard City funds must be established and approved by the City Manager.

RECORD RETENTION

All cash receipts and related documents must be maintained in accordance with Record Retention schedules. Accounting reports, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for seven years.

Financial Reporting

Georgia Law on Local Government Audits, O.C.G.A. Section 36-81-7, requires an independent annual audit for the City. The annual independent audit shall be conducted in accordance with generally accepted auditing standards (GAAS) and generally accepted governmental auditing standards (GAGAS). In addition, the City shall comply with the requirements of the General Accounting Office (GAO) and the Office of Management and Budget (OMB) when audits are conducted relating to federal funding, consistent with the 1996 (and any future) amendments to the Single Audit Act.

SCOPE

This policy applies to all funds that are the responsibility and under the management of the City of Hampton and its Department of Finance.

CHOOSING THE AUDIT FIRM

A properly licensed Georgia independent public accounting firm shall conduct the audit. When necessary, the City will issue a request for proposal to choose an audit firm for a period of five years with two five year renewal options. The City will request two proposals from qualified public accounting firms. One proposal shall contain the firm's costs and a second will contain the firm's qualifications. The cost proposals shall only be opened after three qualified firms are determined. When awarding the contract for the independent audit, not less than 70% of the decision will be based upon technical qualifications rather than cost.

AUDITING AGREEMENT

The agreement between the independent auditor and the City shall be in form of a written contract or an engagement letter. The contract or engagement letter shall include the request for proposal as an appendix to the written document and all issues addressed in the request for proposal shall be required as part of the contract or engagement letter.

INTERNAL AUDIT

The City shall work towards developing and maintaining a strong internal audit function, whereby applying financial practices and policies to transactions. The City shall develop accounting practices and procedures, which will be documented for use in internal control evaluation.

MALFEASANCE AND EMBEZZLEMENT

Any employee will be prosecuted to the extent of the law in any instance where the employee is proven to have committed an illegal act such as theft.

Financial Reporting *(continued)*

The Department of Finance shall develop and maintain an ongoing system of financial reporting to meet the information needs of the government, authorities, and regulatory agencies. In addition, the City Manager, Mayor, Council, Department Heads and the public shall have access to reports to allow them to monitor, regulate, and to use as a basis for future financial decisions.

COMPREHENSIVE ANNUAL FINANCIAL REPORT

In conjunction with the annual independent audit, the City shall work towards preparing and publishing a Comprehensive Annual Financial Report (CAFR). The City shall prepare the CAFR in conformity with GAAP and the Government Finance Officers Association's (GFOA) program requirements. Annually, the City will submit its CAFR to the GFOA to determine its eligibility to receive the GFOA's "Certificate of Achievement for Excellence in Financial Reporting." The City shall make this report available to the elected officials, bond rating agencies, creditors and citizens. All financial statements and schedules contained within the CAFR shall be audited, with the purpose to effectively communicate the complete financial affairs of the City to all interested readers.

ANNUAL BUDGET DOCUMENT

The City shall prepare and publish an annual budget document in accordance with the policies contained within this document. This budget shall measure the annual funding and forecast the financial position of the City for the two subsequent fiscal years.

FINANCIAL REPORTING TO THE CITY COUNCIL

On a monthly basis, the Finance Department shall prepare and present a summarized "Statement of Revenues and Expenditures" to the City Council for all of the City's operating funds. This report shall detail prior year comparisons to provide data for analysis.

FINANCIAL REPORTING TO THE ADMINISTRATION

In addition to the external reporting detailed above, the Finance Department shall coordinate the reporting needs of each department in order to design and implement those reports which the departments need to make sound business decisions. At a minimum, departments will receive reports detailing monthly department financial activity including expenses, any personnel costs in excess of the approved budget, and recommended budget line-item reallocations.

EXTERNAL FINANCIAL REPORTING

The City shall report in conformity with O.C.G.A Section 36-81-7. A copy of the City's annual audit (i.e., the CAFR) shall be submitted to the Georgia Department of Audits and Accounts within 180 days of year-end, as required.

Equity Policy

FINANCIAL RESPONSIBILITY

The City will live within its means. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be maintained between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends. The City will not develop a legacy of shortages or a legacy of mixing one-time resources and expect the continued delivery of services, the very reason for which it exists.

Budget Policy *(continued)*

The budget process provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided within estimated resources. The budget policy guides this process. The budget policy also directs the City's financial health and stability.

Georgia law (e.g., O.C.G.A. 36-81-2 et seq.) provides the budget requirements for Georgia local governments. The information below provides an outline of the City's application of those laws. The City's goal will be to adopt operating budgets where current revenues equal anticipated expenditures. All departments supported by the resources of this City must function within the limits of the financial resources identified or available specifically to them. A balance must be struck between revenues and expenditures, so that the public can realize the benefits of a strong and stable government. It is important to understand that this policy is applied to budget entities over periods of time which extend beyond current appropriations. By law, budgets cannot exceed available resources, defined as revenues generated in the current period added to balances carried forward from prior years. Temporary shortages, or operating deficits, can and do occur, but they are not tolerated as extended trends.

SCOPE

This policy applies to all budgeted funds, which are the responsibility, and under the management of the City of Hampton and its Department of Finance.

FINANCING CURRENT COSTS

Current costs shall be financed with current revenues, including the use of authorized fund balances. The City shall avoid balancing current expenditures through the obligation of future year's resources. The City shall strive to avoid short-term borrowing to meet cash flow requirements. However, the City may enter into short-term borrowing should a critical need arise.

BUDGET OBJECTIVE BY TYPE OF FUND

The following budget objectives are established for the different funds the City uses:

1. General Fund – The annual budget for the General Fund shall provide for general government operations of the City and maintain working capital necessary for the City's financial health and stability.
2. Special Revenue Fund(s) – The City adopts annual budgets for each special revenue fund that demonstrates that any legally restricted revenue sources are used consistent with the applicable laws and/or regulations (i.e. Hotel/Motel Fund).
3. Capital Project Fund(s) – The City adopts project budgets for each of its capital project funds. These adopted appropriations do not lapse at the end of a fiscal year; rather they remain in effect until project completion or reappropriation by City Council.
4. Debt Service Fund(s) – The City adopts annual budgets for its debt service funds (if applicable). Any remaining fund balances from prior years plus current years projected revenues shall be sufficient to meet all annual debt service requirements.

Budget Policy *(continued)*

5. Enterprise Fund(s) - Although generally accepted accounting principles (GAAP) or Georgia statutes do not require the City to adopt budgets for enterprise funds, the City will adopt budgets for enterprise funds in order to monitor revenues and control expenses. The City will use a business approach if and when budgeting enterprise funds. Enterprise funds shall be self-supporting whenever possible and subsidized losses will be minimized when break-even is not possible. See revenue policies in Section IV

Additionally, the City classifies funds as either operating funds or non-operating funds. Operating funds are those funds that include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are necessary to continue the daily operations of the City. The General Fund will always be an operating fund. Non-operating funds are those funds that do not include appropriations for the payment of salary/benefits and whose maintenance & operating appropriations are not critical to the daily operations of the City. Examples of non-operating funds are the SPLOST Fund, and Grant Operating Fund.

Operating Budget

The operating budget shall be prepared on an annual basis and include those funds detailed in Section I that are subject to annual appropriation (all funds excluding the Capital Project Funds).

Prior year budget appropriations and prior year actual data will be provided as reference data, with the current year appropriation. At a minimum, the City shall adopt annual balanced budgets for the general fund, each special revenue fund, and each debt service fund (if applicable) in accordance with O.C.G.A. 36-81-3.

The annual proposed budget should be submitted to the governing authority while being held by the Department of Finance for public review/inspection in accordance with O.C.G.A. 36-81-3.

Public meetings will be conducted after proper advertisement prior to the City Council adopting and approving the annual budget document. (O.C.G.A. 36-81-5 and 36-81-6).

DEPARTMENTAL APPROPRIATIONS

The budget shall be developed based upon "line-item" expenditures within each department. This type of budget focuses on categories of expenditures such as personal services, contractual services, supplies, equipment, etc. within each department. At a minimum, each department's appropriation in each fund shall be detailed within the budget document. (O.C.G.A. 36-81-3 and 36-81-5).

BUDGET PREPARATION CATEGORIES

Each department shall submit budget requests separately for:

- Current services - A current services budget is defined as that level of funding which is necessary to provide the same level of service for the upcoming year that is currently being provided. The current services budget will include replacement capital equipment.

Budget Policy *(continued)*

- Expanded services - An expanded services budget includes funding requests associated with new services, additional personnel or new capital projects/equipment.

BALANCED BUDGET

The budget shall be balanced for each budgeted fund. Total anticipated revenues plus that portion of fund balance in excess of authorized reserves (see operating budget policy G below) that is designated as a budget-funding source shall equal total estimated expenditures for each fund.

BASIS OF BUDGETING

Neither GAAP nor Georgia statutes address a required budgetary basis of budgeting, the City adopts budgets in conformity with GAAP for all budgeted funds. All governmental funds use the modified accrual basis of accounting and proprietary fund budgets (when applicable) use the accrual basis of accounting.

LEVEL OF BUDGET ADOPTION AND CONTROL

All budgets shall be adopted at the legal level of budgetary control, which is the department level within each individual fund. See policy J below for amending the budget.

BUDGET STABILIZATION RESOURCES

The City shall establish a fund balance reserve in all operating funds (defined in Section I of this policy) for working capital. The purpose of working capital is to cover the cost of expenditures caused by unforeseen emergencies, cover shortfalls caused by revenue declines, and to eliminate any short-term borrowing for cash flow purposes. This reserve shall accumulate and then be maintained at all times at an amount which represents no less than twenty five percent (25%) of operating and debt expenditures.

UTILIZATION OF PRIOR YEAR'S FUND BALANCE IN BUDGET

If necessary, the City may use fund balance in excess of the reserve for working capital (see budget policy F above) as a funding source for that fund's budget. The amount of unreserved fund balance shall be estimated conservatively, taking into consideration future year needs.

BUDGET CONTROL REPORTS

The City shall maintain a system of budgetary control reports to assure adherence to the budget. The City will prepare and distribute to departments, timely monthly financial reports comparing actual vs. budget.

Section 3. Departmental Budget Detail

City of Hampton Georgia
Annual Operating & Capital Budget
Fiscal Year 2020



“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

MAYOR

Function: The City of Hampton Mayor shall preside at all meetings of the City Council and serve as the head of the City for the purpose of service of process and for ceremonial purposes and be the official spokesperson for the city and chief advocate of policy. The Mayor has power to administer oaths and to take affidavits and sign as a matter of course on behalf of the city all written and approved contracts, ordinances, and other instruments executed by the city which by law are required to be in writing. The Mayor and Mayor Pro-tempore, while acting as mayor, shall have right to vote on all questions before the council when said vote is a tie. The Mayor has power to establish committees and appoint members, subject to the approval of a majority of the city council, act as liaison between the council and the city manager and fulfill such other executive and administrative duties as the city council shall by ordinance establish.

Positions: 1 Full-Time Elected Official

Mission Statement: To serve and protect our citizens while preserving our heritage and planning for its future. *“Remember working together builds character and friendships”.*

Actual 2018 Budget: \$16,363

FY 2019 Adopted Budget: \$20,542

Proposed 2020 Budget: \$20,026

Mayor		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1310.51.1100	REGULAR EMPLOYEES	10,800	10,800	10,800	10,800
100.1310.51.2200	SOCIAL SEC (FICA) CONTR	826	1,142	826	826
100.1310.52.1240	PUBLIC RELATIONS	-	1,000	842	1,000
100.1310.52.3220	TELEPHONE	-	1,200	873	1,200
100.1310.52.3400	PRINTING & BINDING	87	200	-	-
100.1310.52.3500	TRAVEL	3,393	2,500	1,850	4,000
100.1310.52.3700	EDUCATION/TRAINING	822	2,500	1,170	2,000
100.1310.53.1100	OFFICE SUPPLIES	-	750	687	-
100.1310.53.1300	HOSPITALITY	335	100	-	-
100.1310.53.1730	UNIFORMS	-	-	56	200
100.1310.53.2400	COMPUTER MAINTENANCE/PU	100	350	-	-
Total Mayor		16,363	20,542	17,105	20,026

CITY COUNCIL

Function: Except otherwise provided by law or city charter, the city council shall be vested with all the powers of government of the City of Hampton as provided by Article I of this charter. The council shall have the authority to adopt and provide for the execution of such ordinances, resolutions, rules, and regulations, not inconsistent with this charter, the Constitution, and the laws of the State of Georgia, which it shall deem necessary, expedient, or helpful for the peace, good order, protection of life and property, health, welfare, sanitation, comfort, convenience, prosperity, or well-being of the inhabitants of the City of Hampton and may enforce such ordinance by imposing penalties for violation thereof. By ordinance the council may create, change, alter, abolish, or consolidate offices, agencies, and departments of the city and may assign additional functions to any of the offices, agencies, and departments expressly provided for by this charter.

Positions: 6 Part-Time Elected Officials

Mission Statement: To promote or protect the safety, health, peace, security, good order, comfort, convenience, or general welfare of the City of Hampton and its citizens.

Actual 2018 Budget: \$79,163

FY 2019 Adopted Budget: \$103,123

Proposed 2020 Budget: \$96,706

City Council		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1110.51.1100	REGULAR EMPLOYEES	49,700	50,400	50,400	50,400
100.1110.51.2100	GROUP HEALTH INSURANCE	-	-	-	-
100.1110.51.2200	SOCIAL SEC (FICA) CONTR	3,802	5,695	3,856	3,856
100.1110.52.3220	TELEPHONE	6,144	6,500	4,046	5,000
100.1110.52.3400	PRINTING & BINDING	463	500	162	250
100.1110.52.3500	TRAVEL	7,862	-	-	-
100.1110.52.3501	TRAVEL - AT	-	4,838	5,395	4,000
100.1110.52.3502	TRAVEL - EB	-	3,338	4,546	4,000
100.1110.52.3503	TRAVEL - WT	-	3,838	2,430	4,000
100.1110.52.3504	TRAVEL - MITCHELL	-	3,338	2,544	4,000
100.1110.52.3505	TRAVEL - HB	-	3,338	-	4,000
100.1110.52.3506	TRAVEL - BOODIE	-	3,338	-	4,000
100.1110.52.3700	EDUCATION/TRAINING	7,430	-	-	-
100.1110.52.3701	EDUCATION/TRAINING AT	-	1,300	1,128	2,000
100.1110.52.3702	EDUCATION/TRAINING EB	-	2,300	1,446	2,000
100.1110.52.3703	EDUCATION/TRAINING WT	-	2,800	1,128	2,000
100.1110.52.3704	EDUCATION/TRAINING EM	-	2,800	1,362	2,000
100.1110.52.3705	EDUCATION/TRAINING SB	-	2,800	216	2,000
100.1110.52.3706	EDUCATION/TRAINING HB	-	2,800	(552)	2,000
100.1110.53.1100	SUPPLIES- OFFICE	100	-	3	-
100.1110.53.1330	UNIFORMS	1,468	1,200	214	1,200
100.1110.54.2400	CAPITAL OUTLAY COMPUTER	2,195	2,000	-	-
Total City Council		79,163	103,123	78,323	96,706

CITY MANAGER

Function: The City Manager is the Chief Administrative Officer of the City government. This is a high-level executive management position responsible for directing and supervising the operations of the City. Work involves managing and supervising all City departments to achieve goals using available resources. Responsibilities include fiscal administration, providing leadership and direction in the development of short and long-range goals, advising the Mayor and City Council of financial conditions and future needs of the City, and monitoring and ensuring government best practices and compliance with laws and regulations.

Positions: 3 Full-Time Employees, 1 Part-Time Intern

Mission Statement: We will make the City of Hampton a great place to live, work and visit by fostering a dynamic and sustainable environment with exceptional public services.

Actual 2018 Budget: \$70,898

FY 2019 Adopted Budget: \$250,651

Proposed 2020 Budget: \$177,637

City Manager		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1320.51.1100	REGULAR EMPLOYEES	45,415	183,825	106,170	199,468
100.1320.51.1101	SALARY REIMB FROM ENT FUND	-	-	-	(110,946)
100.1320.51.1300	OVERTIME	-	-	151	-
100.1320.51.2100	GROUP HEALTH INSURANCE	3,518	13,354	4,629	7,198
100.1320.51.2400	RETIREMENT CONTRIBUTION	2,609	7,523	6,772	14,090
100.1320.51.2700	WORKERS COMPENSATION	-	-	-	620
100.1320.51.2200	SOCIAL SEC (FICA) CONTR	3,248	15,099	8,841	15,257
100.1320.52.2210	REPAIR/MAINT EQUIPT	-	-	-	-
100.1320.52.2220	REPAIR/MAINTAIN VEHICLE	1,224	1,500	-	-
100.1320.52.1240	PUBLIC RELATIONS	400	2,500	2,433	3,000
100.1320.52.3220	TELEPHONE	1,641	1,500	2,140	2,200
100.1320.52.3300	ADVERTISING	-	-	-	-
100.1320.52.3400	PRINTING AND BINDING	114	200	54	500
100.1320.52.3500	TRAVEL	4,634	7,500	7,500	4,000
100.1320.52.3650	DUES	303	1,500	318	500
100.1320.52.3700	EDUCATION & TRAINING	1,492	5,000	945	2,000
100.1320.52.3920	PRE-EMPLOYMENT PHYSICAL	80	-	-	-
100.1320.53.1110	SUPPLIES-OFFICE	1,256	1,500	935	1,500
100.1320.53.1270	ENERGY-MOTOR FUEL/LUB	-	2,500	635	-
100.1320.53.1270.1	CAR ALLOWANCE	-	-	-	-
100.1320.53.1300	HOSPITALITY	-	2,500	2,364	-
100.1320.53.1730	UNIFORMS	472	500	61	250
100.1320.54.2000	MACHINERY & EQUIPMENT	-	150	-	-
100.1320.54.2300	PURCHASE OF FURNITURE	760	1,000	-	-
100.1320.54.2400	CAPITAL OUTLAY COMPUTER	3,731	3,000	2,135	-
100.1320.54.2500	PURCHASE OF EQUIPMENT	-	-	876	38,000
Total City Manager		70,898	250,651	146,960	177,637

“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

2019 Accomplishments

I hired a long-term financial planner to assist in developing strategies for retiring past municipal debt and preparing for future growth.
Recruited and hired a full-time Human Resource Director to ensure our goals of a more diverse, well-trained, professional, and inclusive workplace are achieved.
Created a new executive assistant position to implement proper procurement procedures
Hired a highly qualified, state-registered professional as City Planner
Trained staff to follow proper procurement procedures.
Completed the RFP process for an upgraded phone system that was budgeted at \$117,000.00 which was negotiated down to \$75,303.44 saving the citizens of Hampton \$41,697.00.
Strengthened the City’s code enforcement ordinance and transferred enforcement duties to the police department.



2020 Goals and Objectives

Consolidate bank accounts in order to streamline financial operations.
Bring planning and zoning operations in-house in order to add better cost savings for the citizens of Hampton. Develop a long-term municipal debt policy and present to council for their approval.
Focus on future stabilizing and revitalizing the Main Street District to attract businesses, investors, and stimulate economic growth to further enhance opportunities for travel and tourism to the area.
Planning for smart growth and quality communities.

CITY CLERK

Function: The City Clerk’s Office is responsible for maintaining public records, attending and taking minutes of city council meetings, responding to open records requests, overseeing the local election process for compliance, ensuring the distribution of legal notices and City ordinances. The City Clerk is an appointee of Mayor and Council and reports to the City Manager for day to day functions.

Positions: 1 Full-Time Employee

Mission Statement: To facilitate and support City legislative processes and meetings, record and provide access to the City’s official records, preserve the City’s history, support economic growth, and conduct elections with integrity.

Goals: Convert paper records into an electronic database. Improve efficiency in the open records process. Develop a plan and process for the storage and preservation of historical documents. To make proclamations, ordinance updates, and resolutions available via our City of Hampton website.

Actual 2018 Budget: \$81,560

FY 2019 Adopted Budget: \$115,435

Proposed 2020 Budget: \$111,243

City Clerk		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1330.51.1100	REGULAR EMPLOYEES	58,385	80,150	83,707	80,000
100.1330.51.2100	GROUP HEALTH INSURANCE	9,720	1,833	7,813	10,273
100.1330.51.2200	SOCIAL SEC (FICA) CONTR	4,234	6,708	7,258	6,120
100.1330.51.2400	RETIREMENT CONTRIBUTION	3,422	4,800	3,588	7,342
100.1330.51.2700	WORKERS COMPENSATION	-	2,947	-	308
100.1330.52.1232	CONTRACTUAL SERVICES	-	2,947	-	-
100.1330.52.2200	REPAIR & MAINTENANCE-BUILDING	-	-	-	-
100.1330.52.3220	TELEPHONE	810	1,300	1,728	1,800
100.1330.52.3400	PRINTING AND BINDING	278	2,500	62	1,000
100.1330.52.3500	TRAVEL	1,159	4,400	3,884	1,800
100.1330.52.3650	PROFESSIONAL DUES	399	450	-	200
100.1330.52.3700	EDUCATION AND TRAINING	1,124	2,700	810	1,200
100.1330.53.1100	OFFICE SUPPLIES	492	1,000	687	1,000
100.1330.53.1730	PURCHASE OF UNIFORMS	178	200	-	200
100.1330.54.2100	PURCHASE OF FURNITURE/F	-	-	-	-
100.1330.54.2400	CAPITAL OUTLAY COMPUTER	1,360	3,500	3,666	-
Total City Clerk		81,560	115,435	113,204	111,243

YOUTH COUNCIL

Function: Members of the Youth Council (YC) play an important role in fulfilling its missions. The primary role of a YC member is to work collaboratively with other youth throughout the community to build a better community for youth and adults who live, work and play in the City of Hampton.

Positions: 5-8 Part-time Youth Council Members

Mission Statement: We, the members of the City of Hampton’s Youth Council, are individuals working in tandem to serve the youth as well as the entire community. We will accomplish this by working with our fellow youth and city officials, improving our understanding of city government. With these objectives, we will improve the City of Hampton for generations to come.

Actual 2018 Budget: \$2,963

FY 2019 Adopted Budget: \$10,000

Proposed 2020 Budget: \$0

Change: The Youth Council’s travel budget is being accounted for in the Administration Fund.

Youth Council		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020 *
100.1340.52.3500	TRAVEL	2,963	10,000	11,439	-
100.1340.53.1100	OFFICE SUPPLIES	-	-	-	-
100.1340.53.1730	PURCHASE OF UNIFORMS	-	-	-	-
100.1340.54.2100	PURCHASE OF FUNITURE/F	-	-	-	-
100.1340.54.2400	COMPUTER EQUIPMENT/MAINT	-	-	-	-
Total Youth Council		2,963	10,000	11,439	-

*Travel budget moved to
Administration Fund FY 2020

ELECTIONS

Function: The city authorizes the Henry County Board of Elections and Registration to conduct all municipal primaries and elections within the city and to perform all of the duties of superintendent of elections as specified under O.C.G.A. Tit. 21, Ch. 2, with the exception of the qualification of candidates. By ordinance, the council may prescribe rules and regulations governing qualifying fees, nomination of candidates, absentee ballots, write-in votes, challenge of votes, and such other rules and regulations as may be necessary for the conduct of elections in the City of Hampton.

Positions: Temporary Poll Employees

Mission Statement: The City of Hampton is committed to maintaining current and accurate voter files, maximizing voter registration and voter turnout efforts, educating the voting public, providing the best possible services and conducting efficient, fair, honest and impartial elections at a minimum cost to the electorate.

Actual 2018 Budget: \$6,637

FY 2019 Adopted Budget: \$7,400

Proposed 2020 Budget: \$8,500

Change: No changes made to the department.

Elections		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1400.52.3300	ADVERTISING	-	500	843	1,000
100.1400.52.3851	POLL WORKER	6,500	6,450	6,450	6,500
100.1400.53.1100	OFFICE SUPPLIES	137	450	854	1,000
Total Elections		6,637	7,400	8,147	8,500

ADMINISTRATION

Function: Encompasses the City of Hampton’s legal team and Youth Council.

Mission Statement: The mission of the City of Hampton is to continue to provide the highest quality public services that effectively address changing community needs in a fiscally responsible, ethical and transparent manner.

Actual 2018 Budget: \$656,494

FY 2019 Adopted Budget: \$384,950

Proposed 2020 Budget: \$297,187

Change: Legal including City Attorney, City Solicitor, and Ethics Board Attorney, and the Youth Council Travel expense will now be housed under the Administration fund.

Administration		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1500.51.1100	REGULAR EMPLOYEES	187,509	-	-	-
100.1500.51.1200	TEMPORARY EMPLOYEES	-	-	-	45,000
100.1500.51.2100	GROUP HEALTH INSURANCE	41,335	-	-	-
100.1500.51.2400	RETIREMENT CONTRIBUTION	17,110	-	-	-
100.1500.51.2600	UNEMPLOYMENT INSURANCE	3,115	-	-	-
100.1500.51.2700	WORKER'S COMPENSATION	55,274	-	55,275	50
100.1500.51.1300	OVERTIME	668	-	-	1,500
100.1500.51.2200	SOCIAL SEC (FICA) CONTR	13,544	-	-	4,207
100.1500.52.1105	LCI	4,715	5,000	-	-
100.1500.52.1110	ADMIN SERV-GMA TELECOM	4,030	4,100	-	-
100.1500.52.1210	PROFESSIONAL SERV-AUDITOR	40,500			
	PROFESSIONAL SERVICES (LEGAL				
100.1500.52.1220	SVCS & ETHICS BOARD LEGAL SVCS)	68,432	71,500	66,375	81,000
100.1500.52.1232	CONTRACTUAL SERVICES	5,331	43,500	31,571	6,000
100.1500.52.2320	RENTAL OF EQUIPMENT	7,985	15,000	11,351	15,000
100.1500.52.3100	INSURANCE LIB/BOND	82,124	82,000	81,973	98,630
100.1500.52.3210	POSTAGE	13,984	2,500	1,704	2,500
100.1500.52.3220	TELEPHONE/WEB/PG/CALLING	10,571	13,500	13,085	15,000
100.1500.52.3300	ADVERTISING	1,104	5,000	2,074	-
100.1500.52.3400	PRINTING AND BINDING	9,389	8,000	2,734	2,500
100.1500.52.3500	YOUTH COUNCIL TRAVEL	1,604	-	-	10,000
100.1500.52.3610	DUES	1,573	3,200	3,828	5,000
100.1500.52.3650	PROFESSIONAL DUES	509	1,000	300	1,000
100.1500.52.3700	EDUCATION AND TRAINING	1,565	-	(596)	-
100.1500.52.3701	TUITION REIMBURSEMENT	2,000	-	-	-
100.1500.52.3910	DRUG TESTING	1,430	-	-	-
100.1500.52.3920	PRE EMPLOYMENT PHYSICAL	25	400	222	-
100.1500.52.3930	BANK CHARGE	-	-	-	-

ADMINISTRATION*(continued)*

Administration		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1500.52.3931	CREDIT CARD SURCHARGE	-	-	-	-
100.1500.52.3932	OVER/SHORT BALANCING	-	-	-	-
100.1500.52.3933	GEFA LOAN ADMN FEES	-	-	-	-
100.1500.52.1330	TECHNICAL SER-COMPUTER	42,053	95,000	84,774	-
100.1500.52.2210	REPAIR/MAINT EQUIPMENT	-	4,000	1,074	2,000
100.1500.52.1240	PUBLIC RELATIONS	17,097	6,800	-	2,800
100.1500.53.1110	SUPPLIES-OFFICE	3,624	4,500	3,990	-
100.1500.53.1300	HOSPITALITY	-	1,500	1,357	-
100.1500.53.1730	UNIFORMS	873	1,000	71	-
100.1500.54.1100	PURCHASE OF PROPERTY	-	-	-	-
100.1500.54.2300	PURCHASE OF FURN/FIX	-	1,500	-	-
100.1500.54.2500	PURCHASE OF EQUIPMENT	699	2,500	139	-
100.1500.54.2400	CAPITAL OUTLAY COMPUTER	1,000	8,000	5,405	-
100.1500.57.1051	HANDS ON HENRY/LIFE MAN	-	-	-	-
100.1500.57.2050	HBMA DUES	110	50	-	-
100.1500.57.2030	HC CHAMBER COMMERCE DUE	200	200	-	-
100.1500.57.3101	CREDIT CARD SURCHARGES	8,713	-	-	-
100.1500.57.4100	OVER / SHORT BALANCING	-	-	(12)	-
100.1500.57.1050	MEALS/WHEELS-FRIENDS LI	5,000	5,000	5,000	5,000
100.1500.57.2001	ADMN. FEES GEFA LOAN	-	-	-	-
100.1500.57.3100	BANK CHARGE	1,700	200	115	-
100.1500.57.3102	AMX CREDIT CARD SURCHARGE	-	-	-	-
Total Administration		656,494	384,950	371,811	297,187

FINANCIAL SERVICES

Function: The Financial Services Department is responsible for the management and oversight of the City’s budget, accounts receivable and payable, investments, business tax collection, audits, cashiering functions, utility billing and accounting activities.

Positions: 6 Full-Time Employee

Mission Statement: The mission of the Financial Services Department is to effectively and efficiently provide the highest quality of fiscal services to the citizens of Hampton, elected officials and all city employees. We are committed to integrity, accountability and customer service to accomplish our mission and to serve our customers.

Actual 2018 Budget: \$179,800

FY 2019 Adopted Budget: \$159,885

Proposed 2020 Budget: \$195,517

Change: The addition of a highly qualified Accountant to assist the financial director with analyzing revenue / expense trends and implement inventory control measures. Employ the services of a municipal financial advisor. These additions will allow the City to properly forecast and manage fiscal resources.

Financial Services	FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1511.51.1100 REGULAR EMPLOYEES	-	99,150	85,000	143,500
100.1511.51.1101 SALARY-BEN REIMB FROM ENT FUND	-	-	-	(84,438)
100.1511.51.2100 GROUP HEALTH INSURANCE	-	12,496	11,009	14,397
100.1511.51.2400 RETIREMENT CONTRIBUTION	-	5,100	3,187	12,256
100.1511.51.2700 WORKER'S COMPENSATION	-	-	-	514
100.1511.51.2200 SOCIAL SEC (FICA) CONTR	-	7,204	6,835	10,637
100.1511.52.1210 PROFESS SERVICES	-	40,000	40,000	80,000
100.1511.52.1232 CONTRACTUAL SERVICES	-	-	-	-
100.1511.52.3930 BANK CHARGES/PAYROLL	-	9,000	9,000	16,000
100.1511.52.3931 CREDIT CARD SURCHARGES	-	-	-	-
100.1511.52.2210 REPAIR/MAINT EQUIPMENT	-	-	-	-
100.1511.52.1240 PUBLIC RELATIONS	-	-	-	-
100.1511.53.1110 SUPPLIES OFFICE	-	1,100	1,173	-
100.1511.53.1730 UNIFORM	-	200	-	-
100.1511.53.2320 RENTAL OF EQUIPMENT	-	-	-	-
100.1511.53.3210 POSTAGE	-	300	282	-
100.1511.53.3220 TELEPHONE/WEB PG	-	1,300	639	800
100.1511.53.3300 ADVERTISING	-	-	-	-
100.1511.53.3400 PRINTING AND BINDING	-	-	-	450
100.1511.53.3500 TRAVEL	-	300	-	800
100.1511.53.3650 PROFESSIONAL DUES	-	450	240	-
100.1511.53.3700 EDUCATION AND TRAINING	-	200	-	600
100.1511.54.2300 CAPITAL OUTLAY-FURNITURE	-	-	-	-
100.1511.54.2400 CAPITAL OUTLAY COMPUTER	-	3,000	2,519	-
Total Financial Services	-	179,800	159,885	195,517

IT TECHNOLOGY

Function: The Information Technology Department provides the highest quality technology-based services, in the most cost-effective manner, to facilitate City of Hampton services.

Positions: 1 Full-Time Employee

Mission Statement: The mission of the Information Technology Department is to provide products and services that are effective and efficient in meeting the electronic computing requirements for the City of Hampton and affiliated organizations in a manner that is timely and cost effective.

Goals: Develop and maintain highly effective, reliable, secure, and innovative information systems to support all City functions. Facilitate the collection, storage, security and integrity of electronic data while ensuring appropriate access.

Actual 2018 Budget: \$0

FY 2019 Adopted Budget: \$0

Proposed 2020 Budget: \$103,286

Change: New department added.

Information Technology		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1535.51.1100	REGULAR EMPLOYEES	-	-	-	65,000
100.1535.51.1300	OVERTIME	-	-	-	-
100.1535.51.2100	GROUP HEALTH INSURANCE	-	-	-	7,198
100.1535.51.2200	SOCIAL SEC (FICA) CONTR	-	-	-	4,973
100.1535.51.2400	RETIREMENT CONTRIBUTION	-	-	-	5,965
100.1535.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	-
100.1535.51.2700	WORKERS COMPENSATION	-	-	-	250
100.1535.51.2900	TUITION REIMBURSEMENT	-	-	-	-
100.1535.52.1230	PROFESSIONAL SERVICES	-	-	-	15,000
100.1535.52.1232	CONTRACTUAL SERVICE	-	-	-	-
100.1535.52.2210	REPAIRS/MAINTAIN EQUIPMENT	-	-	-	-
100.1535.52.2320	RENTAL OF EQUIPMENT	-	-	-	-
100.1535.52.3210	POSTAGE	-	-	-	-
100.1535.52.3220	TELEPHONE/WEB PG	-	-	-	1,700
100.1535.52.3300	ADVERTISING	-	-	-	-
100.1535.52.3400	PRINTING AND BINDING	-	-	-	-
100.1535.52.3500	TRAVEL	-	-	-	-
100.1535.52.3650	PROFESSIONAL DUES	-	-	-	500
100.1535.52.3700	EDUCATION AND TRAINING	-	-	-	-
100.1535.53.1110	SUPPLIES OFFICE	-	-	-	-
100.1535.53.1115	COMPUTER SUPPLIES	-	-	-	2,500
100.1535.53.1730	UNIFORM	-	-	-	200
100.1535.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
Total Information Technology		-	-	-	103,286

HUMAN RESOURCE DEPARTMENT

Function: The Director of Human Resource has three main areas of responsibility: they are employee recruitment, employee benefits, and professional development/training.

The Director periodically conducts pay studies which allows the City to recruit and retain quality talent. Works with municipal insurance brokers to seek the most competitive rates for employee health and pension benefits. The Director creates training programs for professional development of department heads and supervisors. The Director ensures all departmental policies comply with state and federal law.

Positions: 1 Full-Time Employee

Mission Statement: To provide employees with unique opportunities to develop career skill sets in a stable work environment with equal opportunities for professional and personal growth. Above all, employees will be provided the same level of caring and respect within the City of Hampton as our citizens who reside here.

Actual 2018 Budget: \$0

FY 2019 Adopted Budget: \$153,574

Proposed 2020 Budget: \$112,726

Change: No changes made to department.

Human Resources		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1540.51.1100	REGULAR EMPLOYEES	-	77,950	60,975	82,400
100.1540.51.1300	OVERTIME	-	-	-	-
100.1540.51.2100	GROUP HEALTH INSURANCE	-	6,121	4,629	10,273
100.1540.51.2200	SOCIAL SEC (FICA) CONTR	-	7,503	5,763	6,304
100.1540.51.2400	RETIREMENT CONTRIBUTION	-	5,400	3,574	7,342
100.1540.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	-
100.1540.51.2700	WORKERS COMPENSATION	-	-	-	308
100.1540.51.2900	TUITION REIMBURSEMENT	-	-	-	-
100.1540.52.1210	PROFESSIONAL DUES	-	5,000	582	-
100.1540.52.1230	PROFESSIONAL SERVICES	-	17,200	20,640	-
100.1540.52.1232	CONTRACTUAL SERVICE	-	3,500	122	-
100.1540.52.1240	PUBLIC RELATION	-	-	-	-
100.1540.52.2210	REPAIRS/MAINTAIN EQUIPMENT	-	-	-	-
100.1540.52.2320	RENTAL OF EQUIPMENT	-	-	-	-
100.1540.51.2940	GIRMA CLAIM LOSS	-	-	-	-
100.1540.52.3210	POSTAGE	-	-	-	-
100.1540.52.3220	TELEPHONE/WEB PG	-	1,300	924	1,300
100.1540.52.3300	ADVERTISING	-	-	-	-
100.1540.52.3400	PRINTING AND BINDING	-	400	54	-
100.1540.52.3500	TRAVEL	-	4,500	3,954	500
100.1540.52.3650	PROFESSIONAL DUES	-	1,000	677	100
100.1540.52.3700	EDUCATION AND TRAINING	-	4,500	1,211	1,000
100.1540.52.3852	EMPLOYEE EVENTS AND REC	-	3,000	270	-
100.1540.52.3910	EMPLOYMENT SERVICES	-	6,000	1,002	1,500
100.1540.53.1110	SUPPLIES OFFICE	-	2,000	2,580	1,500
100.1540.53.1730	UNIFORM	-	200	-	200
100.1540.54.2400	CAPITAL OUTLAY COMPUTER	-	8,000	5,519	-
Total Human Resources		-	153,574	112,476	112,726

COMMUNITY DEVELOPMENT

Function: The Community Development Department upholds the goals and objectives set forth in the City of Hampton’s Comprehensive Plan, which are implemented through the City’s Zoning Codes and Regulations. The department provides technical expertise and assistance in land use, planning, grant writing and proposals, GIS, development plan review, business licenses, permitting, code enforcement, and management of professional services.

Positions: 2 Full-Time Employees

Mission Statement: In support of the City’s mission, the Department provides exemplary municipal services to our customers, utilizing the most relevant planning and development resources to serve and improve the quality of life for our citizens and the community.

Actual 2018 Budget: \$94,363

FY 2019 Adopted Budget: \$278,472

Proposed 2020 Budget: \$248,491

Reason for Change: Addition of a full-time Community Development Director along with new services provided by the department.

Community Development		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.7450.51.1100	REGULAR EMPLOYEES	27,612	128,220	90,072	122,727
100.7450.51.1300	OVERTIME	372	1,000	720	-
100.7450.51.2100	GROUP HEALTH INSURANCE	5,766	13,354	10,385	14,397
100.7450.51.2200	SOCIAL SEC (FICA) CONTR	2,104	10,746	6,882	9,389
100.7450.51.2400	RETIREMENT CONTRIBUTION	2,638	10,652	6,549	3,479
100.7450.51.2700	WORKER'S COMPENSATION	-	-	-	300
100.7450.52.1230	PROFESSIONAL SERVICES	25,542	70,800	51,231	23,000
100.7450.52.1232	CONTRACTUAL SERVICES	22,800	22,800	6,840	40,000
100.7450.52.1236	TITLE SEARCH/PROFESSIONAL	-	-	-	-
100.7450.52.2330	LEASE PURCHASE OF VEHIC	-	-	-	-
100.7450.52.3210	POSTAGE	26	200	24	350
100.7450.52.3220	TELEPHONE	910	2,000	1,816	2,000
100.7450.52.3221	GPS TRACKING	-	200	230	-
100.7450.52.3300	ADVERTISEMENT	-	200	54	300
100.7450.52.3400	PRINTING AND BINDING	-	1,500	198	500
100.7450.52.3500	TRAVEL	-	300	420	500
100.7450.52.3650	PROFESSIONAL DUES	-	8,000	90	2,000
100.7450.52.3700	EDUCATION AND TRAINING	-	-	-	2,000
100.7450.52.3910	DRUG TESTING	-	-	-	-
100.7450.52.2220	REPAIR AND MAINT VEHICLES	624	700	19	1,000
100.7450.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
100.7450.53.1110	SUPPLIES OFFICE	424	1,500	317	750
100.7450.53.1112	HISTORICAL SUPPLIES/TRA	-	-	-	-
100.7450.53.1113	TREE BOARD SUPPLIES/TRA	2,000	2,000	-	-
100.7450.53.1114	DDA TRAINING	-	-	-	-
100.7450.53.1270	ENERGY MOTOR FUEL/LUB	308	600	454	600
100.7450.53.0000	Hampton High School Community Project	-	-	-	25,000
100.7450.53.1730	UNIFORM PURCHASED	142	200	-	200
100.7450.54.2200	PURCHASE OF VEHICAL	-	-	-	-
100.7450.54.2300	PURCHASE OF FURN/FIX	-	-	-	-
100.7450.54.2400	CAPITAL OUTLAY COMPUTER	3,095	3,500	3,453	-
100.7450.54.2500	PURCHASE OF EQUIPMENT	-	-	-	-
Total Community Development		94,363	278,472	179,754	248,491

2019 Accomplishments

The Community Development Department organized and participated in the Spring Citywide Cleanup in conjunction with our public works department. We also held community outreach meetings to facilitate input and relay specific technical details regarding the West Main CDBG funded project. The information presented help mitigate community concerns regarding impact along private property and constraints of the railroad right-of-way. The outreach facilitated the final design parameters which reduced private property impact, created new pedestrian and bike facilities, and water line replacement.

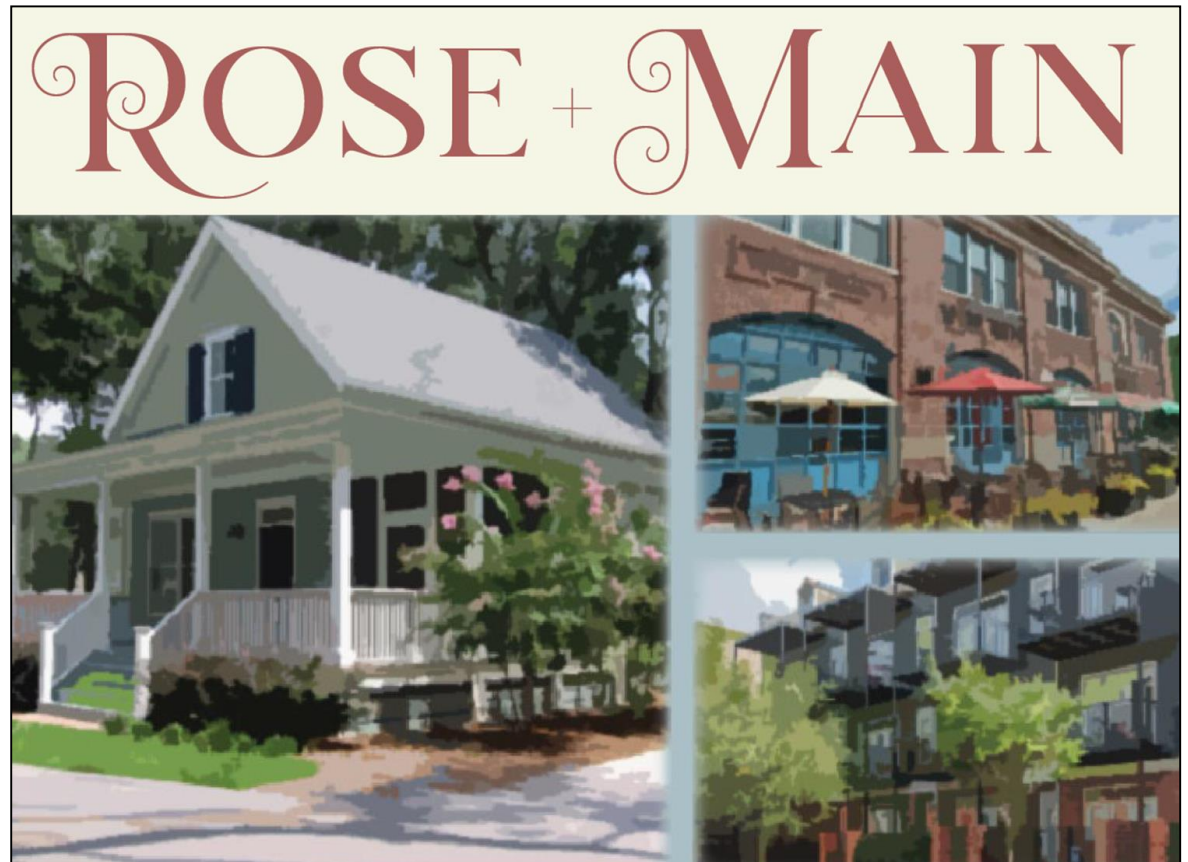
We provided technical review of existing codes and proposed ordinance re-writes for the Council subsequent adoption. Several new developments were initiated in the City including; Liberty Square Park Phase V, Rose + Main, and The Greens at Thompson Creek.

2020 Goals and Objectives

The Department’s main focus will be to transition from outsourcing our planning and zoning services from Henry County into providing all services in-house.

We want to attract quality builders and developers to construct homes and commercial projects in Hampton that will stimulate economic growth and instill pride in our community.

Review our existing LMIG program and apply for the new 2020 available funds. We will initiate a new CDBG grant application and research available funds for future opportunities to address the needs of our community.



MAIN STREET (ECONOMIC DEVELOPMENT)

Function: Coordinate market initiatives, Main Street events, and other general revitalization programs that market the district and the community through a series of targeted activities such as special events and festivals, which highlight the local culture, art, music, dance and traditions that give each community its unique identity.

Positions: 1 Full-Time Employee

Mission Statement:

Our mission is to provide quality events to give focus to Main Street in the effort to foster support of local merchants, while recruiting new businesses and strengthening the existing competitiveness of the traditional merchants and service businesses, at the same time diversifying the economic base.

Actual 2018 Budget: \$153,918

FY 2019 Adopted Budget: \$336,326

Proposed 2020 Budget: \$192,777

Change: Main Street will now be a part of the Community Development Department.

Reason for Change: The position of Economic Development Director has been eliminated.

Economic Development		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.7555.51.1100	REGULAR EMPLOYEES	56,749	120,690	108,566	51,500
100.7555.51.1300	OVERTIME	1,680	1,800	501	-
100.7555.51.2100	GROUP HEALTH INSURANCE	11,640	13,354	4,916	7,198
100.7555.51.2200	SOCIAL SEC (FICA) CONTR	4,345	10,463	11,133	3,940
100.7555.51.2400	RETIREMENT CONTRIBUTION	4,235	7,219	1,254	4,589
100.7555.51.2700	WORKER'S COMPENSATION	-	-	-	100
100.7555.52.1001	ECONOMIC DEVELOPMENT/DD	-	-	-	-
100.7555.52.1230	PROFESSIONAL SERVICES	-	-	8,510	-
100.7555.52.1240	PUBLIC RELATIONS	2,849	5,000	2,811	1,000
100.7555.52.1330	TECHNICAL SERVICES-COMPU	-	-	-	500
100.7555.52.2140	DOWNTOWN BEAUTIFICATION	135	-	-	-
100.7555.52.2212	TRAIL GRANT	-	-	-	-
100.7555.52.2213	HISTORIC GRANT	6,900	-	-	-
100.7555.52.2320	RENTAL OF EQUIPMENT	4,646	6,500	3,233	4,000
100.7555.52.3210	POSTAGE	202	1,000	11	1,000
100.7555.52.3220	TELEPHONE - WEB	8,406	5,000	2,194	5,000
100.7555.52.3400	PRINTING AND BINDING	3,603	5,500	2,603	4,500
100.7555.52.3500	TRAVEL	1,949	6,000	2,253	3,000
100.7555.52.3650	PROFESSIONAL DUES	750	3,500	927	1,450
100.7555.52.3700	EDUCATION AND TRAINING	2,493	9,500	957	2,000
100.7555.52.3910	DRUG TESTING	-	-	-	-
100.7555.52.3920	PRE-EMPLOYMENT PHYSICAL	80	-	-	-
100.7555.52.3300	ADVERTISING	-	15,000	9,905	10,000
100.7555.52.3852	EVENTS	-	60,800	38,735	25,000
100.7555.53.1110	SUPPLIES OFFICE	2,566	3,500	1,157	2,500
100.7555.53.1730	PURCHASE OF UNIFORMS	436	1,000	-	500
	SEASONAL STREET SCAP				
100.7555.53.1112	DECORATIONS	-	4,000	188	15,000
100.7555.53.1300	HOSPITALITY	-	-	270	-
100.7555.54.2300	PURCHASE OF FUN /FIX	-	5,000	-	-
100.7555.54.2310	PURCHASE OF DECORATIONS	37,922	45,000	-	-
100.7555.54.2315	TRANSFER TO DDA	-	-	-	50,000
100.7555.54.2400	CAPITAL OUTLAY COMPUTER	2,331	5,000	2,905	-
100.7555.54.2500	PURCHASE OF EQUIPMENT	-	1,500	2,855	-
Total Economic Development		153,918	336,326	205,883	192,777

“BRIDGING THE GAP BETWEEN THE PAST AND THE PRESENT, BUILDING TOWARD THE FUTURE”

POLICE DEPARTMENT

Function: To engage in crime prevention and investigation activities to secure the safety of the lives and property of the community. Provide public safety information to the community through partnership with civic groups, educators, and religious organizations. The Police Department is actively engaged in teaching gang awareness, active shooter training, and gun safety including personal safety classes for women and elderly citizens. The Police Department partners with the Henry County Sheriff’s Department on their special response team (SRT).

Mission Statement: To serve the City of Hampton with honor, courage, integrity, and transparency.

Goals: Continue to maintain the agency’s state certification by meeting and complying with all required standards. We will continue to provide training opportunities for our officers to advance their skills. The Department will continue to maintain an average response time of under 5 minutes.

Positions: 19 Full-Time Employees

Actual 2018 Budget: \$1,584,579

FY 2019 Adopted Budget: \$1,611,062

Proposed 2020 Budget: \$1,612,380

Change: No change

Police	FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.3200.51.1100 REGULAR EMPLOYEES	965,199	1,014,593	963,071	1,023,786
100.3200.51.1300 OVERTIME	11,325	12,000	11,260	12,000
100.3200.51.2100 GROUP HEALTH INSURANCE	216,301	179,983	179,893	203,282
100.3200.51.2200 SOCIAL SEC (FICA) CONTR	67,714	80,422	89,667	78,320
100.3200.51.2400 RETIREMENT CONTRIBUTION	67,627	59,307	68,803	91,948
100.3200.51.2600 UNEMPLOYMENT INSURANCE	-	-	-	-
100.3200.51.2601 POAB ANNUITY	-	4,600	960	4,600
100.3200.51.2700 WORKER'S COMPENSATION	-	30,149	-	28,904
100.3200.52.1230 CONTRACTUAL SERVICES	1,955	2,000	-	1,000
100.3200.52.1240 PUBLIC / COMMUNITY RELA	1,585	5,000	5,409	4,000
100.3200.52.1300 TECHNICAL SERVICES	-	500	-	-
100.3200.52.2210 REPAIRS/MAINT EQUIPMENT	3,657	4,000	3,124	4,000
100.3200.52.2220 REPAIRS/MAINT VEHICLE	19,887	18,000	16,293	18,000
100.3200.52.2330 RENTAL OF EQUIPMENT	2,629	4,750	3,153	3,500
100.3200.52.2330 LEASE PURCHASE OF VEHIC	-	-	-	-
100.3200.52.3210 POSTAGE	-	2,000	186	500
100.3200.52.3220 TELEPHONE	22,566	24,000	17,231	23,000
100.3200.52.3221 GPS TRACKING	2,964	3,200	2,381	3,100
100.3200.52.3250 GLENN NETWORK/GCIC	2,876	3,000	2,067	2,900
100.3200.52.3300 ADVERTISEMENT	-	-	144	240
100.3200.52.3400 PRINTING AND BINDING	1,981	2,000	168	500
100.3200.52.3500 TRAVEL	4,985	4,500	1,160	4,000
100.3200.52.3640 GA ASSOC CHIEF	250	450	378	400
100.3200.52.3700 EDUCATION AND TRAINING	6,371	8,000	4,247	8,000
100.3200.52.3710 CLERKS TRAINING	270	300	308	-
100.3200.52.3910 DRUG TESTING	-	-	-	-
100.3200.52.3920 PRE-EMPLOYMENT PHYSICAL	200	-	-	-
100.3200.52.2201 REPAIR/MAINT BUILDING	2,340	3,600	2,242	2,600
100.3200.52.2150 RANGE REPAIRS	-	3,000	-	1,500
100.3200.53.1110 SUPPLIES OFFICE	1,784	5,000	1,458	3,000
100.3200.53.1111 SUPPLIES - INVESTIGATOR	1,752	2,000	409	5,000
100.3200.53.1112 LEADS ON LINE	2,225	2,250	4,845	1,500
100.3200.53.1210 ENERGY WATER SWER	1,213	2,500	600	1,500
100.3200.53.1220 ENERGY NATURAL GAS	1,391	1,800	1,078	1,500
100.3200.53.1230 ENDERGY ELECTRICITY	6,154	7,000	5,203	6,000
100.3200.53.1270 ENERGY MOTOR FUEL/LUB	58,390	65,000	54,775	58,000
100.3200.53.1730 UNIFORM PURCHASES	11,859	14,400	12,266	13,200
100.3200.54.2200 PURCHASE OF VEHICAL	-	-	-	-
100.3200.54.2300 PURCHASE OF FURN/FIX	-	14,454	-	-
100.3200.54.2400 CAPITAL OUTLAY COMPUTER	38,112	14,400	16,996	-
100.3200.54.2401 POWER DMS PROGRAM	4,559	2,604	3,049	2,600
100.3200.54.2500 PURCHASE OF EQUIPMENT	54,456	10,300	7,585	-
Total Police	1,584,579	1,611,062	1,480,408	1,612,380

MUNICIPAL COURT

Function: The Municipal Court is responsible for record keeping and administrative duties for the City of Hampton Municipal Court System.

Positions: 1 Full-Time Employee

Mission Statement: The mission of the Municipal Court is to provide the citizens of the City of Hampton a judicial system dedicated to the principles of fair and impartial justice administered with respect and equality while providing a high level of integrity, professionalism and customer service.

Goals: To improve the efficiency and processing of Municipal Court fines by automating the collection of fees. Continue to improve on daily operational processes.

Actual 2018 Budget: \$17,242

FY 2019 Adopted Budget: \$210,794

Proposed 2020 Budget: \$183,002

Change: No changes made to the department.

Municipal Court		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.2650.51.1100	REGULAR EMPLOYEES	-	47,411	47,280	50,136
100.2650.51.2200	SOCIAL SEC (FICA) CONTR	-	3,627	3,590	3,835
100.2650.51.2400	RETIRMENT CONTRIBUTION	-	2,836	4,708	4,338
100.2650.51.2100	GROUP HEALTH INSURANCE	-	-	264	7,198
100.2650.51.2700	WORKER'S COMPENSATION	-	370	-	95
100.2650.52.1221	PROFESS SERV-CITY JUDGE	11,016	11,000	10,260	11,000
100.2650.52.1222	PROFESS SERV-INDIG DEF	1,924	4,000	-	2,500
100.2650.52.1223	PROFESS SERV-SOLICITOR	4,142	13,500	384	-
100.2650.52.1224	PROFESS SERV-TRANSLATOR	160	1,000	-	500
100.2650.52.1230	CONTRACT/COURT OFFICER	-	-	-	-
100.2650.52.3220	TELEPHONE	-	250	-	250
100.2650.52.3245	COURTWARE SOLUTION	-	18,000	12,508	15,000
100.2650.52.3400	PRINTING	-	250	-	-
100.2650.52.3500	TRAVEL	-	500	-	500
100.2650.52.3620	WITNESS FEES	-	200	8	200
100.2650.52.3630	JUDICIAL DUES	-	200	-	200
100.2650.52.3650	DUES AND MEMEBERSHIP	-	250	-	250
100.2650.52.3700	EDUCATION TRAINING	-	500	-	500
100.2650.53.1110	OFFICE SUPPLIES	-	250	-	250
100.2650.53.1730	UNIFORM	-	150	-	250
100.2650.54.2400	CAPITAL OUTLAY COMPUTER	-	1,500	-	-
100.2650.57.1020	PROSECUTOR TRAINING FUN	-	42,000	33,981	38,000
100.2650.57.1030	PEACE OFFICER A&B FUND	-	15,000	10,533	11,000
100.2650.57.1040	FLINT VICTIMS ASST FUND	-	12,000	8,337	9,500
100.2650.57.1041	GA CRIME VICTIM DUI FUN	-	500	173	500
100.2650.57.1042	FELONY/MISDEMEANOR FUND	-	500	270	500
100.2650.57.1043	JOSHUA'S LAW FUND	-	-	-	-
100.2650.57.1080	HENRY CO JAIL AGREEMENT	-	24,000	16,977	20,000
100.2650.57.1085	CO DRUG ABUSE ED FUND	-	5,000	1,896	2,500
100.2650.57.1090	BRAIN & SPINAL TRUST FUND	-	2,000	656	1,000
100.2650.57.1095	DRIVERS ED/TRAINING FUN	-	4,000	1,959	3,000
Total Municipal Court		17,242	210,794	153,784	183,002

PUBLIC WORKS DEPARTMENT

Function: The Public Works Department is responsible for the functions of the City relating to electric services, water, sewage treatment, streets, sidewalks, recreational facilities, stormwater, and public buildings and grounds. The department also cooperates with other departments and functions of the City government to ensure overall safety and efficiency for the citizens of Hampton.

Positions: 32 Full-Time Employees

Mission Statement: To protect the infrastructure of the City by providing safe, clean water supply, and high-grade electrical services to our community.

Goals: Replacing aged utility poles, upgrade sewer infrastructure, complete West Main Road/Bike Lane Project, sidewalk construction / repair project, begin road paving, and develop plans to increase water capacity. Implement inventory control measures for operational and capital equipment.

Change: No changes made to the department.

Facilities	FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.1565.51.1100 REGULAR EMPLOYEES	33,217	28,205	27,496	-
100.1565.51.1300 OVERTIME	-	-	-	-
100.1565.51.2100 GROUP HEALTH INSURANCE	-	-	-	-
100.1565.51.2200 SOCIAL SEC (FICA) CONTR	2,541	1,110	2,018	-
100.1565.51.2400 RETIREMENT CONTRIBUTION	-	1,674	-	-
100.1565.51.2700 WORKERS COMPENSATION	-	1,457	-	-
100.1565.52.1210 PROFESSIONAL SERVICES	-	-	-	-
100.1565.52.1233 CONTRACTUAL SERVICES	-	-	-	-
100.1565.52.2201 REPAIRS/MAINT BUILDING	40,036	78,200	52,116	38,820
100.1565.52.2210 REPAIRS/MAINT EQUIPMENT	33,590	55,200	52,564	32,000
100.1565.52.2310 RENTAL OF LAND / BUILDING	205	1,800	2,664	2,000
100.1565.52.2320 RENTAL OF EQUIPMENT	-	-	-	-
100.1565.52.3220 TELEPHONE	-	1,200	456	5,300
100.1565.52.3910 DRUG TESTING	-	-	-	-
100.1565.52.3920 PRE-EMPLOYMENT PHYSICAL	110	-	-	-
100.1565.53.1160 SUPPLIES BUILDING	14,542	18,350	10,031	10,000
100.1565.53.1165 SUPPLIES COMMUNITY WORK	-	2,000	-	-
100.1565.53.1210 ENERGY WATER / SEWERAGE	2,589	7,000	4,322	5,600
100.1565.53.1220 ENERGY NATURAL GAS	3,968	8,700	-	5,800
100.1565.53.1230 ENERGY ELECTRICITY	150,657	163,100	136,792	169,200
100.1565.53.1270 ENERGY GASOLINE	-	-	26	-
100.1565.53.1730 UNIFORM PURCHASE	-	200	243	500
100.1565.54.2100 PURCHASE OF MACHINERY	-	-	-	-
100.1565.54.2300 PURCHASE FUR/FIX	-	17,400	-	-
100.1565.54.2400 CAPITAL OUTLAY COMPUTER	560	2,500	-	-
100.1565.54.2200 PURCHASE OF VEHICLE	-	-	-	-
100.1565.54.2500 PURCHASE OF VEHICLE	192	1,000	343	-
Total Facilities	282,206	389,096	289,070	269,220

PUBLIC WORKS DEPARTMENT *(continued)*

Streets & Highway		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.4200.51.1100	REGULAR EMPLOYEES	198,944	246,514	227,536	264,912
100.4200.51.1200	TEMPORARY EMPLOYEES	7,837	-	-	-
100.4200.51.1300	OVERTIME	6,633	10,000	9,524	10,000
100.4200.51.2100	GROUP HEALTH INSURANCE	70,200	49,815	40,660	66,003
100.4200.51.2200	SOCIAL SEC (FICA) CONTR	15,986	18,735	26,597	20,266
100.4200.51.2400	RETIREMENT CONTRIBUTION	26,336	12,442	5,016	22,335
100.4200.51.2700	WORKER'S COMPENSATION	-	14,872	-	13,973
100.4200.52.1210	PROFESSIONAL SERVICES	-	300	221	-
100.4200.52.2205	REPAIRS/MAINT STREETS/SIDWALKS	70,351	74,700	26,783	-
100.4200.52.2210	REPAIRS/MAINT EQUIPMENT	5,747	8,000	7,903	8,000
100.4200.52.2220	REPAIRS/MAINT VEHICAL	5,693	6,000	4,267	6,000
100.4200.52.2230	REPAIRS/MAINT RIGHT/WAY	17,893	18,000	9,533	-
100.4200.52.2231	TREE PRESERVATION /TREE	428	1,000	-	-
100.4200.52.2232	REPAIRS AND MAINT STROM	-	-	-	-
100.4200.52.2320	RENT OF EQUIPMENT	-	-	-	-
100.4200.52.2330	LEASE PURCHASE OF VEHICAL	-	-	-	-
100.4200.52.3220	TELEPHONE	1,113	2,250	1,858	2,000
100.4200.52.3221	GPS TRAINING	1,140	1,638	988	1,000
100.4200.52.3500	TRAVEL	-	500	517	600
100.4200.52.3700	EDUATION AND TRAINING	-	2,500	618	1,500
100.4200.52.3850	CONTRACT LABOR	-	-	-	-
100.4200.52.3910	DRUG TEST	-	-	-	-
100.4200.52.3920	PRE-EMPLOYMENT PHYSICAL	610	320	-	-
100.4200.52.3930	HEPATITIS/TETANUS SHOT	687	370	79	-
100.4200.53.1120	SUPPLIES SMALL EQUIPT	303	1,000	171	1,500
100.4200.53.1121	OPERATING SUPPLIES	-	-	-	-
100.4200.53.1160	SUPPLIES BUILDING	-	-	-	-
100.4200.53.1165	SUPPLIES - SIGNS	2,877	1,500	54	1,500
100.4200.53.1230	ENERGY / TRAFFIC LIGHTS	375	407	295	500
100.4200.53.1270	ENERGY / MOTOR FUEL/LUB	16,524	20,000	19,159	20,000
100.4200.53.1730	UNIFORM PURCHASE	4,697	5,000	3,074	4,500
100.4200.54.1430	MAINTENANCE OF SIDE WALK	6,865	10,000	8,822	-
100.4200.54.2200	PURCHASE OF VEHICAL	-	-	-	-
100.4200.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
100.4200.54.2400	CAPITAL OUTLAY COMPUTER	1,479	1,500	-	-
100.4200.54.2500	PURCHASE OF EQUIPMENT	9,361	20,600	1,797	-
100.4200.57.1010	PRISONERS LUNCH	-	3,000	-	-
Total Streets & Highway		472,078	530,963	395,471	444,589

PUBLIC WORKS DEPARTMENT *(continued)*

Parks & Recreation		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
100.6200.51.1100	REGULAR EMPLOYEES	26,054	48,421	43,567	-
Ele.6200.52.1101	REGULAR EMPLOYEES - JANITORIAL	-	-	-	74,526
100.6200.51.1200	TEMPORARY EMPLOYEES	3,146	17,400	23,317	-
100.6200.51.1300	OVERTIME	845	-	5,295	4,500
100.6200.51.2100	GROUP HEALTH INSURANCE	8,490	16,499	8,715	7,198
100.6200.51.2200	SOCIAL SEC (FICA) CONTR	2,053	7,474	7,429	7,614
100.6200.51.2400	RETIREMENT CONTRIBUTION	1,597	3,110	627	2,482
100.6200.51.2700	WORKER'S COMPENSATION	-	1,575	-	1,573
100.6200.52.1230	PROFESS SERV ENGINEER	-	-	-	-
100.6200.52.2200	REPAIRS/MAINT BUILDING	-	-	367	2,000
100.6200.52.2201	REPAIRS/MAINT EQUIPMENT	145	2,000	10,194	5,000
100.6200.52.2240	REPAIRS/MAINT REHAB	4,930	7,500	3,846	7,500
100.6200.52.3220	TELEPHONE -INTERNET SERVICE	1,935	5,160	3,055	3,500
100.6200.53.1150	OPERATING SUPPLIES	1,204	5,200	5,169	6,000
100.6200.53.1160	SUPPLIES BUILDING	403	1,000	1,104	1,000
100.6200.53.1210	ENERGY WATER / SEWAGE	568	3,000	576	3,000
100.6200.53.1230	ENERGY ELECTRICITY	4,630	8,500	8,375	9,000
100.6200.53.1730	UNIFORM	-	400	-	400
100.6200.54.2500	PURCHASE OF EQUIPMENT	(10,189)	6,500	4,937	-
100.6200.54.2600	OLD FORTSON LIBRARY	-	-	-	-
100.6200.57.2010	HAMPTON YOUTH ASSOCIATION	-	-	-	-
Total Parks & Recreation		45,812	133,739	126,572	135,292

CAPITAL PROJECTS

Community Facilities						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
19350PS	Phone System Upgrade	2020-2022	75,000	SPLOST	Office of City Manager	RFP
20350CHU/20322CH						
U	City Hall Upgrade	2020-2022	200,000	SPLOST	Office of City Manager	Future
	Old Fortson Library	2020-2022	250,000	SPLOST	City Public Works	In progress
20322DU	Glenn Mitchell/Train Depot Roof Repair	2020-2022	726,000	SPLOST	Office of City Manager	In progress
	Municipal Court	2020-2022	150,000	SPLOST	Office of City Manager	Future
	Community Center	2020-2022	175,000	SPLOST	Office of City Manager	In progress
20322DB	Downtown Beautification	2020-2022	50,000	SPLOST	Economic Development	In progress
	Hampton High School Community Partnership	2020-2022	25,000	Enterprise Fund	Community Development	Future
	Hampton Middle School Community Partnership	2020-2022	TBA	SPLOST		Future
	Hampton Charter School Community Partnership	2020-2022	TBA	SPLOST		Future

Public Safety						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
19350EPS	Public Safety Equipment	2018-2020	\$16,987	General Fund	Police Department	complete
	Installation of Cameras and Server throughout Downtown and targeted businesses to increase public observation	2018-2020	\$30,000	Impact Fees	Police Department	Future
20322VPS	Purchase Vehicles	2018-2020	\$299,440	SPLOST	Police Department	Ongoing

CAPITAL PROJECTS

Streets and Stormwater						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
	Category 1 Road Improvements / Paving	2020-2022	\$1,400,000	SPLOST	Public Works	Ongoing
19350KUBOTA	Equipment Highway/Kubota	2018-2020	\$74,000	General Fund	Public Works	Complete
	West Main Street Water Main Replacement	2018-2020	\$200,000	Capital Grant Fund	Public Works	Ongoing
	Stormwater Program/Equipment	2010-2022	\$200,000	Enterprise	Public Works	Ongoing
	Category 2 Sidewalk installation	2020-2022	\$400,000	SPLOST	Public Works	Ongoing
19322WMS	West Main Street Widening and Bike Path	2018-2020	\$300,000	SPLOST	Public Works	Ongoing
	North Avenue	2018-2020	\$74,000	SPLOST/GENERAL FUND	Public Works	Complete
	E King	2018-2020	\$89,000	SPLOST/GENERAL FUND	Public Works	Complete
	Rosenwald Road Sidewalk	2018-2020	\$285,000	SPLOST/GENERAL FUND	Public Works	Complete
Utilities						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
	Well Development #9	2018-2020	\$300,000	Water Impact Fees	Public Works/Utility	Future
19350WS	Phase II Water System	2018-2020	\$120,000	General Fund	Public Works/Utility	Complete
19350BPRESS	New Belt Press	2018-2022	\$625,000	Sewer Impact Fees	Public Works/Utility	Ongoing
20350WWC	Waterline Well Construction	2018-2020	\$100,000	General Fund	Public Works/Utility	Ongoing
	Electrical Poles / Meters and Supplies	2018-2022	\$215,720	SPLOST	Public Works/Utility	Ongoing
20350SLI	Street Light Improvement	2018-2020	\$20,000	General Fund	Public Works/Utility	Complete
	Water System	2018-2020	\$39,000	SPLOST	Public Works/Utility	Ongoing
	Electrical Meters	2018-2020	\$118,000	SPLOST	Public Works/Utility	Ongoing
20350FIBER	Fiber Installation	2018-2020	\$80,000	Impact Fees	Public Works/Utility	Future
19322EQUIP	Trash Truck Street Sweeper vac truck	2018-2020	\$215,452	SPLOST	Public Works/Utility	Complete
	Low Flow Retro Fit Kits	2018-2020	\$2,000	Utility Fund	Public Works/Utility	Complete
	Wastewater Flow & Rainfall Monitoring	2018-2020	\$2,000	Utility Fund	Public Works/Utility	Complete
	Leak Detection	2018-2020	\$5,000	Utility Fund (performed annually)	Public Works/Utility	Ongoing

CAPITAL PROJECTS

Parks and Recreation						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
	McBrayer Park Renovation	2020-2022	350,000	Impact Fees	Public Works/Utility	Completed
	Park Improvements	2020-2022	200,000	SPLOST	Public Works/Utility	Future
	Park Design Proposal Senior Park	2020-2022	10,000	General Fund	Public Works/Utility	Future
19341LWCF				341 LWCF Grant/Match		
	Park Site Improvements	2020-2022	400,000	GF	Public Works/Utility	Future
	Construct Walking Trail near Coley Park	2020-2022	20,000	Impact Fees	Public Works/Utility	Complete
	North Forty Trail	2020-2022	128,000	Grant	Public Works/Utility	Complete
	McBrayer Skate Park	2020-2022	55,000	SPLOST	Public Works/Utility	Ongoing
Economic Development						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
	Construct Amphitheater	2019-2022	\$500,000	TBD	Economic Development/Public Works	Plans in Progress
	Streetscape/Cherry, Barnett, Tom Eason, James	2019-2022	\$450,000	Service Upgrade/CDBG	Economic Development/Public Works	Plans in Progress
Park Facility / Recreation Development						
<i>Project Number</i>	<i>Activity</i>	<i>Years</i>	<i>Cost Estimate</i>	<i>Funding Source</i>	<i>Responsible Party</i>	<i>Status</i>
		2020-2022	\$200,000	SPLOST	Parks and Recreations	Future

ENTERPRISE FUND – ENTERPRISE FINANCIAL SERVICES

Enterprise Financial Services					
520.1511.51.1100	REGULAR EMPLOYEE	-	132,518	102,855	203,486
520.1511.51.1100	SALARY-BEN REIMB TO GEN FUND	-	-	-	195,384
520.1511.51.1300	OVERTIME	-	-	195	8,200
520.1511.51.2100	GROUP HEALTH INSURANCE	-	26,708	4,647	28,793
520.1511.51.2200	SOCIAL SEC (FICA) CONTR	-	10,092	12,356	10,078
520.1511.51.2400	RETIREMENT CONTRIBUTION	-	7,824	13,918	14,966
520.1511.51.2700	WORKER'S COMPENSATION	-	1,354	-	256
520.1511.52.1230	PROFESSIONAL SERVICES	-	5,600	6,628	9,000
520.1511.52.1330	TECHNICAL SERVICES	-	1,700	1,952	2,000
520.1511.52.2320	RENTAL OF EQUIPMENT	-	-	-	2,000
520.1511.52.3210	POSTAGE	-	14,000	9,840	14,400
520.1511.52.3220	TELEPHONE	-	500	163	250
520.1511.52.3400	PRINTING AND BINDING	-	-	-	1,000
520.1511.52.3500	TRAVEL	-	-	-	250
520.1511.52.3650	PROFESSIONAL DUES	-	-	-	-
520.1511.52.3700	EDUCATION AND TRAINING	-	200	-	250
520.1511.52.3700	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.1511.52.3910	DRUG TESTING	-	-	-	-
520.1511.52.3931	CREDIT CARD SURCHARGES	-	7,400	7,400	8,500
520.1511.52.3930	BANK CHARGES	-	500	1,433	1,500
520.1511.53.1110	SUPPLIES OFFICE	-	3,500	3,667	4,000
520.1511.53.1730	UNIFORM PURCHASED	-	-	-	-
520.1511.54.2200	PURCHASE OF VEHICLE	-	-	-	-
520.1511.54.2300	PURCHASE OF FURN/FIX	-	2,000	1,890	2,000
520.1511.54.2400	COMPUTER UPDATE/PURCHASE	-	3,500	4,190	2,500
520.1511.54.2500	PURCHASE OF EQUIPMENT	-	-	-	5,000
Total Enterprise Financial Services		-	217,396	171,135	513,813

ENTERPRISE FUND – PUBLIC WORKS DEPARTMENT

Public Works					
520.4100.51.1100	REGULAR EMPLOYEE	195,102	269,357	268,224	276,666
520.4100.51.1200	TEMPORARY EMPLOYEES	-	-	-	-
520.4100.51.1300	OVERTIME	899	-	681	-
520.4100.51.2100	GROUP HEALTH INSURANCE	30,906	31,326	28,699	41,541
520.4100.51.2200	SOCIAL SEC (FICA) CONTR	14,668	14,428	25,521	21,165
520.4100.51.2400	RETIREMENT CONTRIBUTION	12,150	11,316	17,941	17,310
520.4100.51.2600	WORKER'S COMPENSATION	-	11,111	-	10,312
520.4100.52.1310	PROFESSIONAL SERVICES	-	4,000	4,457	4,000
520.4100.52.1310	TECHNICAL SERVICES	1,820	3,700	2,037	3,000
520.4100.52.2210	REPAIRS/MAINT EQUIPMENT	1,951	3,000	766	1,000
520.4100.52.2220	REPAIRS/MAINT VEHICLE	2,702	15,000	9,726	10,000
520.4100.52.3210	POSTAGE	39	75	-	200
520.4100.52.3220	TELEPHONE	4,453	8,500	8,200	9,100
520.4100.52.3221	GPS TRACKING	380	500	68	500
520.4100.52.3222	Software Services	-	3,500	194	-
520.4100.52.3300	ADVERTISING	-	100	-	-
520.4100.52.3400	PRINTING AND BINDING	-	150	-	150
520.4100.52.3500	TRAVEL	263	-	-	1,100
520.4100.52.3650	PROFESSIONAL DUES	-	200	240	-
520.4100.52.3700	EDUCATION AND TRAINING	54,336	84,735	80,114	2,000
520.4100.52.3805	GIS LICENSES UPGRADE	-	-	-	-
520.4100.52.3910	DRUG TEST	-	-	-	-
520.4100.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.4100.52.3930	HEPATITIS/TETANUS SHOT	-	-	-	-
520.4100.53.1110	OFFICE SUPPLIES	758	3,150	1,874	4,000
520.4100.53.1270	ENERGY / MOTOR FUEL/LUB	4,241	6,500	3,622	4,500
520.4100.53.1730	UNIFORM PURCHASE	453	1,500	574	1,000
520.4100.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4100.54.2400	CAPITAL OUTLAY COMPUTER	4,662	2,050	2,372	-
520.4100.54.2500	PURCHASE OF EQUIPMENT	1,540	800	929	-
Total Public Works		331,324	474,998	456,239	407,544

ENTERPRISE FUND – WASTEWATER DEPARTMENT

Wastewater		FY2018 Actuals	Budget FY2019	Projected FY2019	Budget FY2020
520.4300.51.1100	REGULAR EMPLOYEE	143,191	144,913	141,124	205,293
520.4300.51.1200	TEMPORARY EMPLOYEES	-	-	-	-
520.4300.51.1300	OVERTIME	3,161	8,000	767	8,000
520.4300.51.2100	GROUP HEALTH INSURANCE	34,589	31,326	20,380	28,194
520.4300.51.2200	SOCIAL SEC (FICA) CONTR	10,426	15,688	14,716	15,705
520.4300.51.2400	RETIREMENT CONTRIBUTION	10,266	8,659	10,765	19,952
520.4300.51.2700	WORKER'S COMPENSATION	-	-	-	3,563
520.4300.52.1010	PURCHASED/CONTRACTED SERVICES	13,494	-	-	28,300
520.4300.52.1210	PROFESSIONAL SERVICES	9,800	-	-	-
520.4300.52.1230	PROFESSIONAL SERVICES	12,228	1,000	-	-
520.4300.52.1320	TECH SERV BACKUP GENERATOR	-	7,500	3,743	3,000
520.4300.52.1330	TECHNICAL SERVICE COMPUTER	-	-	-	-
520.4300.52.2210	REPAIRS/MAINT EQUIPMENT	13,637	14,750	8,735	5,000
520.4300.52.2220	REPAIRS/MAINT VEHICLE	1,467	1,500	675	-
520.4300.52.2240	SLUDGE REMOVAL	33,129	40,000	48,907	53,000
520.4300.52.2320	RENTAL OF EQUIPMENT	-	500	-	-
520.4300.52.2330	LEASE PURCHASE OF VEHICLE	-	-	-	-
520.4300.52.3210	POSTAGE	556	1,050	1,322	1,500
520.4300.52.3220	TELEPHONE	4,558	5,000	2,410	2,500
520.4300.52.3221	GPS TRACKING	-	-	-	-
520.4300.52.3222	HYPER WEB	-	-	-	-
520.4300.52.3300	ADVERTISING	-	-	-	-
520.4300.52.3400	PRINTING AND BINDING	-	-	-	-
520.4300.52.3500	TRAVEL	-	900	348	2,500
520.4300.52.3600	FEES EPD	-	-	-	-
520.4300.52.3650	PROFESSIONAL DUES	135	250	3	350
520.4300.52.3700	EDUCATION AND TRAINING	-	1,800	1,271	2,000
520.4300.52.3805	GIS LICENSES UPGRADE	-	-	-	-
520.4300.52.3910	DRUG TEST	-	-	-	-
520.4300.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.4300.52.3930	HEPATITIS/TETANUS SHOT	-	-	-	-
520.4300.52.9000	INTEREST EXPENSE	-	-	-	-
520.4300.53.1110	OFFICE SUPPLIES	535	600	72	-
520.4300.53.1131	SUPPLIES NEW SUBDIVISIONS	-	-	-	-
520.4300.53.1270	ENERGY / MOTOR FUEL/LUB	4,077	4,500	2,978	4,200
520.4300.53.1601	DNR/EPD PERMIT REQ TEST	-	9,800	3,419	-
520.4300.53.1730	UNIFORM PURCHASE	599	1,800	461	1,100
520.4300.53.1150	SUPPLIES WASTEWATER SYSTEM	34,912	35,000	26,170	30,000
520.4300.53.1600	WATERSHED PROTECTION	-	12,500	4,817	-
520.4300.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4300.54.2400	CAPITAL OUTLAY COMPUTER	5,914	4,700	5,291	-
520.4300.54.2500	PURCHASE OF EQUIPMENT	14,247	-	-	-
520.4300.58.1000	DEPRECIATION	-	-	-	-
520.4300.58.1100	AMORTIZATION	11,420	-	-	-
Total Wastewater		362,339	351,736	298,372	414,157

ENTERPRISE FUND – WATER DEPARTMENT

Water					
520.4400.51.1100	REGULAR EMPLOYEE	131,722	176,512	182,641	183,097
520.4400.51.1200	TEMPORARY EMPLOYEES	-	-	-	25,000
520.4400.51.1300	OVERTIME	10,935	3,500	22,866	15,000
520.4400.51.2100	GROUP HEALTH INSURANCE	28,361	43,222	38,080	47,577
520.4400.51.2200	SOCIAL SEC (FICA) CONTR	9,874	20,358	19,879	14,007
520.4400.51.2400	RETIREMENT CONTRIBUTION	11,109	10,546	17,941	19,459
520.4400.51.2700	WORKER'S COMPENSATION	-	-	-	6,696
520.4400.52.1010	PURCHASED/CONTRACTED SERVICES	40,739	55,500	48,747	30,000
520.4400.52.1210	PROFESSIONAL SERVICES	-	500	83	10,800
520.4400.52.1230	PROFESSIONAL SERVICES ENGINEER	235	5,000	3,744	-
520.4400.52.2200	REPAIR AND MAINT SW	-	10,000	19,746	25,000
520.4400.52.2210	REPAIRS/MAINT EQUIPMENT	4,241	30,392	20,669	22,000
520.4400.52.2220	REPAIRS/MAINT VEHICLE	5,229	7,500	2,910	4,000
520.4400.52.2320	RENTAL OF EQUIPMENT	-	200	-	200
520.4400.52.2330	LEASE PURCHASE OF VEHICLE	-	-	-	-
520.4400.52.3210	POSTAGE	587	1,000	918	750
520.4400.52.3220	TELEPHONE	1,359	2,000	1,201	2,700
520.4400.52.3221	GPS TRACKING	456	1,250	479	700
520.4400.52.3222	HYPER WEB	-	-	-	-
520.4400.52.3300	ADVERTISING	-	200	-	100
520.4400.52.3400	PRINTING AND BINDING	-	200	-	200
520.4400.52.3500	TRAVEL	1,790	2,500	2,629	2,500
520.4400.52.3600	FEES EPD	-	-	-	-
520.4400.52.3650	PROFESSIONAL DUES	350	600	725	-
520.4400.52.3700	EDUCATION AND TRAINING	740	3,000	1,164	1,100
520.4400.52.3805	GIS LICENSES UPGRADE	-	-	-	-
520.4400.52.3910	DRUG TEST	-	-	-	-
520.4400.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.4400.52.3930	HEPATITIS/TETANUS SHOT	-	210	-	-
520.4400.52.9000	INTEREST EXPENSE	-	-	-	-
520.4400.53.1110	OFFICE SUPPLIES	-	-	-	-
520.4400.53.1131	SUPPLIES NEW SUBDIVISIONS	-	-	-	-
520.4400.53.1140	SUPPLIES - WATER SYSTEM	19,329	30,000	25,630	-
520.4400.53.1270	ENERGY / MOTOR FUEL/LUB	11,666	15,000	17,646	15,000
520.4400.53.1730	UNIFORM PURCHASE	1,286	2,500	1,571	2,000
520.4400.53.1510	PURCHASE OF WATER - RESALE	535,479	637,000	718,907	753,900
520.4400.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4400.54.2400	CAPITAL OUTLAY COMPUTER	1,165	3,000	3,000	1,500
520.4400.54.2500	PURCHASE OF EQUIPMENT	2,137	30,000	22,694	-
Total Water		818,788	1,091,690	1,173,870	1,183,286

ENTERPRISE FUND – SANITATION DEPARTMENT

Sanitation					
520.4500.52.1010	PURCHASED/CONTRACTED SERVICES	-	-	-	-
520.4500.52.2110	SANITATION CONTRACT	265,048	365,000	376,409	385,000
520.4500.52.2210	REPAIRS/MAINT EQUIPMENT	5,986	5,500	5,850	5,500
520.4500.53.1131	SUPPLIES	16,192	17,500	20,777	-
520.4500.53.1300	HOSPITALITY	-	100	46	600
520.4500.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4500.54.2400	CAPITAL OUTLAY COMPUTER	-	-	-	-
520.4500.54.2500	PURCHASE OF EQUIPMENT	-	-	-	-
	COUNTY LANDFILL FEES				
520.4500.57.1090	(Including City-wide Clean-up)	12,650	17,400	20,357	55,000
Total Sanitation		299,876	405,500	423,439	446,100

ENTERPRISE FUND – ELECTRIC DEPARTMENT

Electrical					
520.4600.51.1100	REGULAR EMPLOYEE	159,464	201,600	217,357	311,650
520.4600.51.1200	TEMPORARY EMPLOYEES	-	-	-	-
520.4600.51.1300	OVERTIME	5,809	12,000	8,903	24,000
520.4600.51.2100	GROUP HEALTH INSURANCE	24,659	33,999	22,838	38,467
520.4600.51.2200	SOCIAL SEC (FICA) CONTR	11,930	22,478	21,220	23,841
520.4600.51.2400	RETIREMENT CONTRIBUTION	11,040	12,096	10,765	33,195
520.4600.51.2600	UNEMPLOYMENT INSURANCE	-	-	-	8,910
520.4600.52.1210	PROFESSIONAL SERVICES	535	150	118	-
520.4600.52.1230	PROFESSIONAL SERVICES ENGINEER	651	7,850	1,683	38,000
520.4600.52.2210	REPAIRS/MAINT EQUIPMENT	2,402	6,000	7,134	8,300
520.4600.52.2220	REPAIRS/MAINT VEHICLE	2,205	6,000	1,005	6,000
520.4600.52.2230	REPAIR AND MAINT /R W	40,145	45,000	42,960	45,000
520.4600.52.2320	RENTAL OF EQUIPMENT	-	1,200	394	200
520.4600.52.2330	LEASE PURCHASE OF VEHICLES	-	12,191	-	-
520.4600.52.3210	POSTAGE	-	-	-	-
520.4600.52.3220	TELEPHONE	1,346	1,750	840	2,208
520.4600.52.3221	GPS TRACKING	456	820	388	684
520.4600.52.3222	HYPER WEB	-	-	-	-
520.4600.52.3300	ADVERTISING	-	-	-	-
520.4600.52.3400	PRINTING AND BINDING	-	400	-	200
520.4600.52.3500	TRAVEL	-	1,000	-	2,000
520.4600.52.3650	PROFESSIONAL DUES	-	-	-	-
520.4600.52.3700	EDUCATION AND TRAINING	99	750	-	11,000
520.4600.52.3805	GIS LICENSES UPGRADE	-	-	-	-
520.4600.52.3910	DRUG TEST	-	-	-	-
520.4600.52.3920	PRE-EMPLOYMENT PHYSICAL	-	-	-	-
520.4600.52.3930	HEPATITIS/TETANUS SHOT	-	-	-	-
520.4600.52.9000	INTEREST EXPENSE	-	-	-	-
520.4600.53.1110	OFFICE SUPPLIES	-	-	-	-
520.4600.53.1130	SUPPLIES ELECTRIC SYSTEM	30,666	50,000	44,246	-
520.4600.53.1131	SUPPLIES NEW SUBDIVISION	9,400	20,000	-	-
520.4600.53.1231	ENERGY STREET LIGHTS	13,387	18,633	18,091	22,000
520.4600.53.1270	ENERGY / MOTOR FUEL/LUB	4,365	6,000	4,918	10,400
520.4600.53.1730	UNIFORM PURCHASE	2,741	4,400	3,699	4,400
520.4600.53.1510	PURCHASE OF ELECTRIC RESALE	1,650,282	2,200,000	2,495,060	2,495,000
520.4600.54.2300	PURCHASE OF FURNITURE/FIX	-	-	-	-
520.4600.54.2400	CAPITAL OUTLAY COMPUTER	1,165	1,756	-	-
520.4600.54.2500	PURCHASE OF EQUIPMENT	2,306	6,000	6,699	3,500
Total Electrical		1,975,052	2,672,073	2,908,318	3,088,954

SPLOST IV BALANCES, FUND REVENUES & FUND BALANCE

322-SPLOST Anticipated Revenues				
	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Beginning Fund Balance				3,529,720.00
Intergovernmental	1,100,938	893,000	1,025,823	1,281,000
Interest Income	3,078	1,800	4,452	1,500
Total Revenues	1,104,016	894,800	1,030,275	1,282,500
Total Revenues and Fund Balance				4,812,220

SPLOST IV BALANCES, FUND REVENUES & FUND BALANCE

322-SPLOST Anticipated Expenditures				
	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
General Government				
Municipal Building	-	400,000	-	-
Municipal Court				200,000
Old Fortson Library				250,000
Telephone System Upgrade				75,000
Public Safety				300,000
Vehicles	56,440	83,000	78,506	
Public Works/Utilities				
Road Paving				1,565,500
Glenn Mitchel Train Depot				726,000
General - Trash truck, street sweeper, Vac Truck	-	215,452	215,452	
Street Projects	130,444	1,000,000	5,000	
Sidewalk Construction	-	500,000	22,690	400,000
Water System Improvements/Well	34,764	-	-	
Well # 9	3,920	-	-	
Electrical Project	117,687	-	-	
City Hall Improvements	106,083	185,000	-	200,000
Parks & Recreation				
Park Improvements	-	-	-	245,000
Skateboard Park				55,000
Park Facilities - Recreation Development Land Acquisition				320,720
Economic Development				
Downtown Beautification	-	75,000	-	50,000
Renovation Community Center	100,000	-	-	
Transfers to Capital Grants Fund				
CBDG Match				300,000
LWCF Match				100,000
Total Expenditures	549,338	2,458,452	321,648	4,787,220

HOTEL / MOTEL

FUND REVENUES & EXPENSES

275-Hotel / Motel Tax Fund Anticipated Revenues

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
General Taxes	12,389	12,000	12,389	12,500
Interest Income	35	20	35	35
Total Revenue	12,424	12,020	12,424	12,535

275-Hotel / Motel Tax Fund Anticipated Expenditures

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Description				
Public Relations	18,944	6,520	-	7,000
Chamber of Commerce	5,836	5,500	4,800	5,000
Total Expenditures	24,781	12,020	4,800	12,000
Net Revenue over Expenditures	(12,357)	-	7,624	535

CAPITAL GRANTS FUND

BALANCES, REVENUES & EXPENSES

341 - Capital Grant Fund Anticipated Revenues

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Beginning Fund Balance				139,391
LMIG Grant	83,725	100,000	85,893	94,771
LCI Grant	76,524	-	-	
CDBG Grant	10,189	300,000	-	300,000
LWCF Grant	-	100,000	7,200	100,000
GDOT Reimbursement	-	-	-	
Forestry Trail Grant	-	-	-	
CDBG Match (From SPLOST)				300,000
LWCF Match (From SPLOST)	-	100,000	-	100,000
Total Revenues	170,438	600,000	93,093	894,771
Total Fund Balance and Revenues				1,034,162

341 - Capital Grant Fund Anticipated Expenditures

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
General Government	-	-	-	-
Public Safety	-	-	-	-
Highway and Streets:	-	400,000	-	-
West Main Water Main Replacement				200,000
Sidewalks - East King - Floyd Road				120,000
West Main Street Road Widening & Bike Path				514,162
Parks and Recreation	-	200,000	-	200,000
Community Development	-	-	-	-
Total Expenditures	-	600,000	-	1,034,162

CAPITAL OUTLAY FUND

BALANCES REVENUES & EXPENSES

320 - Capital Project Fund

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
Beginning Fund Balances				1,460,560
General Fund Transfer - Impact Fees		1,123,542	157,464	164,043
Enterprise Fund Transfer	738,195	947,826	916,416	614,728
Donations		-	-	2,500
Transfer from SPLOST		-	-	265,500
Total Revenue & Beginning Balances	738,195	2,071,368	1,073,880	2,507,331

320 - Capital Project Fund

	<i>FY2018 Actuals</i>	<i>Budget FY2019</i>	<i>Projected FY2019</i>	<i>Budget FY2020</i>
General Government	285,716	1,028,471	779,760	
Public Safety	6,987	10,000	-	69,679
Highway and Streets	222,782	194,000	87,209	
Parks and Recreation	222,711	-	-	365,909
Wastewater improvements	-	668,897	44,000	1,449,429
Water system improvements	-	100,000	95,911	432,805
Electric system improvements	-	70,000	23,000	189,509
Community Development	-	-	-	
Economic Development	-	-	-	
Total Expenditures	738,195	2,071,368	1,029,880	2,507,331

BANK ACCOUNTS

<i>City of Hampton Financial Report as of 9-30-2019</i>		
<i>General Fund</i>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Operating	\$1,965,440.41
FNB	Payroll	\$0.00
FNB	Soil and Sand Erosion	\$11,737.41
FNB	Hampton Police Department Drug Assets Pending Forfeitures	\$237.07
FNB	Main Street Checking	\$5,498.68
FNB	City of Hampton Municipal Court Fines and Forfeitures	\$8,015.58
Fidelity	Money Market	\$913,369.03
Fidelity	Service Upgrade	\$380,698.70
Fidelity	Infrastructure Reserve	\$490,382.72
Fidelity	Infrastructure Upgrade	\$1,472,154.45
Fidelity	Certificate of Deposit (0.40% (9/1/20)	\$721,428.11
Fidelity	Certificate of Deposit (0.45%) (3/15/20)	\$1,428,438.63
	Sub-Total	\$7,397,400.79

BANK ACCOUNTS *(continued)*

<u>SPLOST</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
Fidelity	SPLOST (IV)	\$3,529,720.70
	Sub-Total	\$3,529,720.70
<u>Enterprise</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Sewer Debt Relief	\$1,000,741.08
	Sub-Total	\$1,000,741.08
<u>Hotel/Motel Tax Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Hotel Motel Fund	\$28,188.66
	Sub-Total	\$28,188.66
<u>Capital Projects Grant Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	LMIG	\$139,390.85
	Sub-Total	\$139,390.85
<u>Capital Projects Fund</u>		
<u>Bank</u>	<u>Name</u>	<u>Balance</u>
FNB	Police Impact Fees	\$41,982.74
FNB	Parks and Rec Impact fee	\$219,051.77
FNB	Sewer Impact	\$981,409.10
FNB	Water Impact	\$79,396.54
FNB	Electric Tap	\$130,709.32
	Sub-Total	\$1,452,549.47
	Total Operating Balance as of 9-30-19	\$13,547,991.55

HEALTH INSURANCE INCREASE

City of Hampton Health Insurance Cost 2015-2020
Revised Renewal**

Plan Year	10/1/2015 - 9/30/2016		10/1/2016 - 9/30/2017		10/1/2017 - 9/30/2018		10/1/2018 - 9/30/2019		10/1/2019 - 9/30/2020		
Carrier	Anthem		Anthem		Anthem		Cigna		Cigna		5 Yr Average
MONTHLY PREMIUM	Enrolle	OAPOS	Enrolled	OAPOS	Enrolle	OAPOS	Enrolle	Local Plus	Enrolle	Local Plus	
Employee Only	26	\$406	17	\$489	22	\$605	31	\$524	31	\$600	\$525
Employee + Spouse	7	\$812	4	\$978	4	\$1,211	0	\$1,048	1	\$1,203	\$1,050
Employee + Child(ren)	12	\$772	12	\$929	9	\$1,120	6	\$970	10	\$1,112	\$981
Employee + Family	14	\$1,219	15	\$1,467	14	\$1,725	16	\$1,494	12	\$1,715	\$1,524
Total Annual Premium	59	\$510,806	48	\$544,589	49	\$628,717	53	\$551,710	54	\$618,059	\$570,776
WEEKLY DEDUCTIONS											
Employee Only	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
Employee + Spouse	\$46.86		\$56.43		\$69.85		\$60.50		\$69.57		\$60.64
Employee + Child(ren)	\$42.18		\$50.79		\$59.38		\$51.42		\$59.13		\$52.58
Employee + Family	\$93.78		\$112.86		\$129.23		\$111.92		\$128.70		\$115.30
Total Annual Deductions	\$111,649		\$131,461		\$146,598		\$120,560		\$123,671		\$126,788
City Annual Net Cost	\$399,156		\$413,128		\$482,119		\$431,149		\$494,388		\$443,988
Budget Difference	\$0		\$13,972		\$68,991		-\$50,970		\$63,239		\$19,046
City Annual Net Cost/ EE	\$6,765		\$8,607		\$9,839		\$8,135		\$9,155		\$8,500
				27.22%		14.30%		-17.32%		12.54%	
*Revised renewal with no changes in benefits											
Showing all employees on Local Plan for illustration purposes (does not affect the City's cost as the amount is the same - only difference is total billed premium)											